

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, NOVEMBER 15, 1999 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Barbara Allen (Vice Chair)  
Janet Allwork (Chair)  
Trish Angus (Non-Voting)  
Terry Farrell  
Christian Guillou  
Sarah Hossack  
Edward Inoue  
Anna Jajic  
Ted James  
Kim Longmuir  
Wilma Marshall  
Dawn McDonald  
Carole Nelson (Ex-Officio)  
Brenda Pickard (Secretary)  
Elliot Fox Povey  
David Samuel  
Dave Seaweed  
Michael Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

Ray Chapman  
Cristina Gecolea  
Beverley Miller  
Des Wilson

**Absent:**

Michael Belfare

**Guests:**

Gerard Edwards  
Earl Noah  
Fran Johnson  
Meg Stainsby  
Geraldine Murphy Street

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The Chair called the meeting to order at 4:15 p.m. She introduced and welcomed Dave Seaweed to Council as the new Staff Representative.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.
3. APPROVAL OF THE MINUTES OF OCTOBER 18, 1999 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING

- 4.1 Program Approval Process - Continuing Education Certificate Programs: The Chair noted that this is now in policy format. A Consultation Control Sheet is under preparation.

In response to a question, Geraldine Murphy Street clarified that under point four of the Procedure section, the library is covered within the “logistical requirements”. A suggestion was made that “the library” be mentioned specifically here and on the Consultation Control Sheet.

Concerns were raised as to the process for selecting faculty for Continuing Education (CE) courses, the unregulated costs of CE programs and whether Education Council should be involved in their approval.

The President noted that this *is* an important decision and believes all College credentials should be approved by Education Council.

It was noted that there is a clause to review this policy within two years.

**MOVED by B. Allen, SECONDED by M. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Program Approval Process - Continuing Education Certificate Programs policy.**

**The Motion was CARRIED.**

Geraldine expressed her thanks to Council members for their feedback.

- 4.2 Educational Excellence Committee Recommendation #4: At the October 18 Council meeting, recommendations 1, 2, 3, 5 and 6 were approved. Recommendation 4, the criteria and process, was postponed for discussion at this meeting.

Several faculty members expressed concern with respect to faculty awards. The ensuing discussion focused on faculty members’ responsibility to be excellent teachers from the onset of employment at the College and thus they do not need to be awarded for their accomplishments. Fran acknowledged this point, but added that there are instructors who make choices to become better educators.

**MOVED by B. Allen, SECONDED by D. McDonald,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve in principle the criteria for the awards of excellence as outlined in recommendation four for a trial period of two years.**

**The Motion was CARRIED.**

Council then moved to discussion of the Awards process. It was suggested that the committee consider making bullet #6 “Nominations may come from any constituency, and must be signed by 3 individuals” more specific, requiring, for example, that at least one signator must be inside and one outside the department/program or employee group of the nominee; it was suggested also that a limit might be placed on the number of times an individual can nominate others.

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve in principle the Awards process outlined in the report with direction to the Educational Excellence Committee to consider suggestions received at the meeting as it refines the Awards process.**

The Educational Excellence Committee will report to Education Council in the new year with revised terms of reference and refinements to the criteria and awards process.

**The Motion was CARRIED.**

- 4.3 Letter of Intent: Youth Justice Worker: The Chair reminded members that the Letter of Intent (LOI) and the Concept Statement were received in October for members to take back to their constituencies for feedback. She alerted members that the role of Council, in this matter, is to ensure that the proposed program is consistent with the current Strategic Directions for the College and to offer feedback which might strengthen its presentation.

Feedback for the program was positive. A suggestion was made that the curriculum content include youth mental health considerations along with addiction issues.

**MOVED by M. Wilson, SECONDED by K. Longmuir,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Letter of Intent for the Youth Justice Worker program.**

**The Motion was CARRIED.**

- 4.4 General Studies Diploma: The Chair referred to a memo from Meg Stainsby outlining the history of the General Studies Diploma (GSD) and noted that it was Council's responsibility to ensure that curriculum content leading to credentials is defined in a way that enhances student learning and institutional credibility. Ensuing discussion occurred on the following topics: the nature of a college credential; the inclusion in the credential of 15 credits from any combination of college prep or upgrading (currently defined as student development) courses; a suggested review of the course numbering system.

A suggestion was made to omit the reference to having a "personal education plan developed in consultation with an academic advisor", and to change bullet 3 to read "a **maximum** of 15 credits in any combination of *developmental education courses....*"

**MOVED by K. Longmuir, SECONDED by D. McDonald,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the General Studies Diploma Revisions as outlined in the September 29<sup>th</sup> memo with the two suggested amendments.**

**The Motion was CARRIED.**

- 4.5 Policy Revision E02.07.02 — Attendance & Performance in Self-Paced Continuous Intake Vocational Programs: The Chair informed members that this policy can be withdrawn as attendance requirements should be included in Curriculum Guidelines documents.

**MOVED by B. Allen, SECONDED by M. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council withdraw policy E02.07.02 without replacement.**

**The Motion was CARRIED.**

- 4.6 2000-2001 Academic Calendar: Trish noted that she had received a suggestion to move the statutory holiday in November from the 13<sup>th</sup> to the 10<sup>th</sup> to avoid Monday classes being affected three times in the same semester. Trish has referred this issue to Personnel for consultation with the Unions.
- 4.7 Semester Length Review Task Force: David Samuel reported that the questionnaire has been sent to Chairs, Coordinators and FEC/DEC representatives for feedback on the structure of the semester. Responses are to be received by November 30<sup>th</sup>, 1999.
- 4.8 KPI Forum Update: S. Witter reported that the Performance Report for 1998 has been released. She noted that this is the first time individual colleges have been assessed against the nine Key Performance Indicators.

**5. NEW BUSINESS**

- 5.1 Geography 110/120 Variance: The Chaired quoted the Curriculum Guidelines policy, for reference, wherein it states that “no in-class assessment or combination thereof valued at greater than 10% may be given within the last two weeks of class”. The reason for the rule is so students are able to focus on term papers and other assignments rather than studying for early exams scheduled outside the examination week. The policy does, however, outline the possibility of a variance from this rule, provided it is approved through the Department’s FEC/DEC.

Earl Noah noted that this request was not an attempt to end the semester early; rather, he explained, scheduling the lab exam as late as possible in the term would allow students to have more time for practice in the lab without incurring the stress of an additional 15% exam during the final exam period.

E. Inoue noted that changing the date of the lab exam might in fact put greater stress on students and in some cases students might decide not to take the exam in favor of completing other work. It was suggested that a survey of students would be helpful.

Other members noted the soundness of the Geography Department’s rationale. The variance was received as information with thanks for the clarity of its presentation.

- 5.2 Curriculum Committee Recommendations: The Chaired referred to the memo contained in the Council package from Ray Chapman.

**MOVED by M. Wilson, SECONDED by B. Allen,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council short-cycle the motion to approve the submitted Curriculum Guidelines.**

**The Motion was CARRIED.**

**MOVED by B. Allen, SECONDED by M. Wilson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the submitted Curriculum Guidelines for PHYS 107, MARK 120, MARK 215, MARK 235, MARK 340, MARK 360, MARK 410, MARK 440, MARK 441 and MARK 483.**

**The Motion was CARRIED.**

- 5.3 Marketing Management Program Revision: The Chair clarified that the Curriculum Guidelines just approved in 5.2 form the basis of the Marketing Management Program revisions.

Gerard Edwards informed members that the purpose of the changes are to broaden the appeal of and generate more interest in the program by offering two new credentials - a citation and a certificate - and by revising the diploma program. He noted that these changes have come as a result of market feedback. He added that some of the courses offered in the program are not offered at other colleges.

Concerns were expressed about the program's compliance with the Language Competency policy since students are not obliged to take the required Communications 115 course in the first term. It was requested that entry-level language competency requirements be clearly defined for each credential.

The Chair encouraged members to direct other feedback to Gerard before the next meeting. **This item will come to the December 13<sup>th</sup> meeting as a Motion for Approval.**

- 5.4 Policy Revision E04.01.12: The Chair asked members to take the Academic Honesty policy back to their constituencies to solicit feedback. **Council will vote on the Motion at December's meeting.**

- 5.5 Advanced Diploma: The Chair explained that the issue of a definition for the “Advanced Diploma” arose when Council was revising the *Credentials* policy earlier this year. She noted that the Education Committee of the Board has forwarded some guidelines (contained in your package) to Council members to take back to their constituents for response. She noted that if the discussion leads to a definition, the Education Committee will take this forward to the Board as a recommendation for approval and inclusion of the Advanced Diploma in the list of credentials.

## 6. REPORTS

- 6.1 Report from the Chair  
**The December Education Council meeting will commence at 2:30 p.m. in the Board Room at the New Westminster Campus.**
- 6.2 Report from the President  
The President indicated that her November Report was sent to the College Community via e-mail today.
- 6.3 Report from the Board Representative  
There was no report.
- 6.4 Report from the Standing Committee on Educational Policies  
The Minutes of the October 20, 1999 were received in the package.
- 6.5 Report from the Standing Committee on Planning and Priorities  
The Notes of the November 1, 1999 meeting were circulated.
- 6.6 Report from the Standing Committee on Admission and Language Competency Standards  
There was no report.
- 6.7 Report from the Residency Credit Exemption Committee  
The Committee expects to wrap up its research in February, using the results of the national PLA study and a companion piece of research specific to Douglas College, currently underway by Bruce Landon in conjunction with the Committee. A final report and recommendations will come to Education Council by April, 2000.
- 6.8 Report from the Curriculum 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  
The Committee is scheduled to meet November 22, 1999.

6.11 Report from the Education Technology Forum  
There was no report.

7. NEW BUSINESS

7.1 Agreement between Douglas College and Matsuyama Shinonome Junior College was distributed as information.

7.2 Standing Committee Membership List was distributed as information.

7.3 Unmet Enrollment Demand - September 1999 Summary of Results was received as information.

8. ADJOURNMENT **MOVED** by D. Samuel, **SECONDED** by T. James; the meeting adjourned at 6:05 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary