

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, NOVEMBER 20, 2000 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:

Barbara Allen (Vice-Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Belfare
Sandra Boyle (Ex-Officio)
Ray Chapman
Terry Farrell
Ted James
Dennis Lancien
Jan Lindsay
Kim Longmuir
Wilma Marshall
Brenda Pickard (Secretary)
David Samuel
Geraldine Street
Catherine Willems
Des Wilson
Michael Wilson

Regrets:

Dave Seaweed
Susan Witter

Absent:

Ryan Wray

Guests:

Pat Brown
Dave Burgess
Julie Crothers
John Fleming
Carole Compton-Smith
Susan Smythe
Tom Whalley
Robin Wylie

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked that items 5.2 and 5.1 be moved to the top of the Agenda. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 16, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Joint Certificate - Douglas College (DC) and Northern Lights College (NLC): A memo in the package clarified that 63% of the proposed credential is NLC curriculum. The issue of residency is therefore still outstanding. The Chair noted that course articulation and transfer arrangements between institutions are defined in the Act as the single area of joint Board/Education Council approval. She

continued that, in order to approve the contents of this credential, Council must first give its approval to the block transfer arrangement reflected in this credential and then, given that in this instance the block transfer agreement results in more than fifty percent non-resident credit, give its approval to exempting students in this program from the fifty percent residency credit requirement to the level resulting from the block transfer agreement. She noted that this is not the first block transfer arrangement to Douglas College that has resulted in the need to exempt students from the residency requirement.

MOVED by D. Lancien, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the contents of the joint legal secretary Certificate between Douglas College and Northern Lights College and recommend the credential to the Board with the proviso that this decision shall not be considered to establish a precedent and that subsequent decisions will be guided by the Terms for Affiliation policy currently under development.

The Motion was CARRIED.

The Chair noted that given their educational implications, it is important that block transfer arrangements which affect Douglas College credentials receive the approval of both Education Council and the Board before these arrangements are implemented. She added that the Policy Committee is continuing its work on the Terms for Affiliation with other Post-Secondary Institutions policy.

The Chair thanked Julie for her work.

- 4.2 College-Wide P.D. Day in Fall, 2001: Several members from instructional areas reported that their constituents were not in favour of setting aside one non-teaching day for a college-wide P.D. Day during the Fall 2001 semester. Members noted this semester would have been an especially difficult time to lose a day of instruction due to several holiday Mondays and other time constraints.

H&SS and LLPA FECs did support a College-Wide P.D. day. LLPA noted that the social aspect of this type of event is important. Some members expressed a preference that a P.D. Day be in the Winter Term when there are fewer statutory holidays. Another suggestion was that it be co-ordinated with the Welcome Back Barbecue.

Other issues included student access to Learning Resources; access to

labs/clinical activities, lab technicians and technology support; inability to find a suitable time for everyone; and confusion for students.

MOVED by R. Chapman, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve in principle the request for one non-teaching day in the 2001/2002 academic year to be set aside as a pilot project for a College-wide P.D. Day, with College staff enabled and encouraged to come.

The Motion was CARRIED.

T. James and M. Blefare abstained for the record.

It was recommended that there be widespread consultation and consideration of the above issues before a date was established.

The Chair thanked Tom and Susan for bringing this to Council.

- 4.3 Policy Revision - Withdrawals Policy: The Chair noted that at last month's meeting Council approved a revision to the *Withdrawals* policy. She noted however that confusion had arisen as to whether the revision meant total exemption for MASTERY courses so that students could repeat MASTERY courses as many times as they liked, or whether MASTERY courses were governed by the three-time rule.

It was noted that it is possible for students to take the same course three times, then enroll additional times in a combined course that covers the same curriculum.

The Chair explained that in accordance with section 34 of Roberts Rules of Order, Council can amend a previously adopted Motion with a mover and seconder as usual. A clarified Motion was put forward.

MOVED by G. Street, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve a revision to the Withdrawals Policy so that item 1 under Limitations reads as follows: *Except where where Department/Program policy specifies a more restrictive requirement, a student may register for a letter-graded course as a credit or audit student a maximum of twice; a student may register for a MASTERY-graded course as a credit or audit student a maximum of three times.*

The Motion was CARRIED.

ACTION

In order to accommodate the requirement of one year publication in the College Calendar, the **implementation date will be September 2002. Please inform your constituents.**

- 4.4 2001/2002 Academic Calendar: T. Angus reported that she has received no feedback. No further feedback was offered at the meeting.
- 4.5 Computer Information Systems Program Changes: B. Allen reminded members that the changes to the program include replacing the CISY 480 course with the new CISY 530 - E-Business Portal Development course and adapting other curriculum to accommodate a shift in employment requirements and student needs.

The Chair noted that the issue of how much notification is required for a change to pre-requisites needs to be addressed. T. Angus will bring a recommendation forward to December's meeting.

In response to a question, B. Allen advised members that students currently in the program have been notified of pre-requisite changes; however, open enrollment students cannot be so informed. Calendar-listed pre-requisites apply until these are changed.

MOVED by B. Allen, SECONDED by D. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the program changes for: 1. CISY Advanced Diploma: Software Development Specialist, 2. Computer Information Systems Diploma, 3. Computer Information Systems Certificate.

The Motion was CARRIED.

These changes will be included in the on-line version of the College Calendar.

- 4.6 Proposed Terms of Reference: Research and Ethics Review Committee: T. James advised members that he has received some feedback, including a desire to expand the Terms of Reference to incorporate all types of research, e.g., animal testing, microbes etc., as well as developing procedures for handling research requests internally for data such as student records. It was recommended that the “Exclusions” paragraph currently in the Terms of Reference be removed.

A member suggested that the name itself may be misleading in that the Committee would not be involved in soliciting grants/funding for research. A better name might be Research Ethics Committee.

Other questions were raised: 1. is the institution committed to supporting faculty research? 2. do these Terms of Reference meet Tri-Council criteria? 3. will they enable Douglas to partner with other institutions? 4. should standardised testing be part of a Research Ethics Committee’s jurisdiction?

It was noted that the development of the Terms of Reference had been a complicated process. Ted advised members that the Committee would attempt to incorporate the received suggestions/feedback into the document and then forward it to appropriate experts in the field for advice.

- 4.7 Residency Requirement and Prior Learning Assessment and Recognition policy review - Update: The Chair reminded members that at September’s meeting it was agreed that a working group would be struck including a liaison to the policy committee to review the documents and the constituent group submissions and recommend changes as the group deemed fit. She noted the group will consist of Carol Howorth - PLA Coordinator; Bill Main and Lawrence Becker (Residency Credit Exemption Committee); J. Lindsay - CFCS Dean and Education Council member; and Sandra Hochstein, liaison to the policy committee. She added that T. Angus will be consulted as needed regarding operational concerns.

J. Lindsay agreed to organize the first meeting.

- 4.8 Curriculum Committee Recommendations: R. Chapman advised members that he will be sending a memo to FEC representatives asking them to include specific information and the existing course outline/curriculum guideline with their submissions and to remind them a new Course Control Sheet form is now being used.

Ray noted that the Committee received several submissions after the Committee met in November and these would be considered for the December meeting.

There was unanimous consent to short-cycle the Motion to approve the submitted revised curriculum guidelines.

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

That Education Council approve the submitted curriculum guidelines for HORM 310, HORM 210, ASPC 110, STGE 180, STGE 380, CMNS 104, MODL 101, MODL 102, MODL 103, MODL 104, MODL 111, MODL 112, MODL 211 and MODL 212.

The Motion was CARRIED.

- 4.9 Admission Requirements for Open Enrollment Programs - Update: The Chair noted that the Committee will meet again before the end of the month with the hope that a recommendation may come forward in the New Year.

D. Samuel expressed concern that an admission standard limited to writing assessment tended to screen out some students on their least successful skill and that multiple measures were needed to assess students adequately. He also reiterated the need for a bridge for students from EASL to non-EASL courses.

5. NEW BUSINESS

- 5.1 Full Program Proposal - Youth Justice Worker: John Fleming reminded members that the Letter of Intent was approved by Council in the Fall of 1999. He noted that the full program proposal has gone through the appropriate FECs and the Admissions Committee. He also noted that feedback was solicited from external advisory committees (including members of the Provincial Association of Residential and Community Alternatives), Ministry for Children and Families, the Attorney General and other Post Secondary Institutions.

In response to a question, Dave Burgess advised members that the English language requirement is based on the standards adopted by CFCS.

It was clarified that seats not filled by closed-enrollment students would be opened to general students.

John noted that binders containing the appendices are available for perusal (please contact the Secretary).

ACTION

Please take this to your constituents for discussion. Specific questions and concerns should be addressed to either Dave (5125) or John (5309) directly before the next meeting.

- 5.2 Program Revision - Early Childhood Education: Pat Brown advised members that the recommended change to fourth semester offerings is in response to changing needs, practices and philosophy within the child care field. She noted that special needs children can now enroll in any ECE centre in the province. This change will result in all practitioners acquiring the skills taught in the Special Needs stream of the fourth semester.

In response to a question, it was clarified that the UT stream is no longer necessary as a result of a block transfer arrangement to the University of Victoria.

A suggestion was made to delete the word “option” in reference to the Special Needs stream since the program no longer contains options.

ACTION Please take this to your constituents for discussion. Specific questions/concerns should be forwarded directly to Pat Brown (5160) prior to December’s meeting.

- 5.3 Policy amendment: Credentials Policy: The Chair referred to the memo and policy contained in the package, recommending the deletion of the headings “Credit” and “Non-Credit” under Types of Credential, and the deletion of *Continuing Education Certificate of Course Completion* from the policy.

ACTION Please take this back to your constituencies for feedback focusing specifically on the recommended changes.

- 5.4 Budget Guidelines: The Chair advised members that the guidelines contained in the package are from last year. She noted that feedback was being sought on recommendations for changes to make this a stronger document. She reminded members that last year Council recommended wording changes which were incorporated into the first two bullets at the top of page two.

A concern was expressed about how the Government’s desire to increase nursing seats would fit into the budget guidelines.

ACTION The Chair asked members to bring feedback to the December meeting.

6. REPORTS

- 6.1 Report from the Chair

The Chair highlighted information items 7.1, 7.3, and 7.6 under New Business - For Information and Circulation.

The Chair advised members that the Instructor's Course Outline template is now available on the "K" drive. She added that instructions will be forthcoming.

The Chair asked members to attend and encourage their constituents to come to the upcoming Values workshop to be held on Wednesday, November 22nd from 3:00 - 6:00 p.m. room 1630.

6.2 Report from the President

There was no report.

6.3 Report from the Board

There was no report.

6.4 Report from the Standing Committee on Educational Policies

Minutes of the October 2nd, 2000 meeting were included in the package.

6.5 Report from the Standing Committee on Planning and Priorities

Notes of the October 18th, 2000 meeting were included in the package.

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

There was no report.

6.7 Report from the Residency Credit Exemption Committee

There was no report.

6.8 Report from the Educational Excellence 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

There was no report.

6.11 Report from the Education Technology Forum

There was no report.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation
 - 7.1 Royal Avenue Campus - 5th and 6th Floor (North)
 - 7.2 Faculty Task Group on Educational Technology Applications in Teaching and Learning
 - 7.3 Habitat Restoration Unit Review
 - 7.4 Minister's Update
 - 7.5 BCCAT Research Report
 - 7.6 Associate Degrees: top-up transfer credit

8. ADJOURNMENT Moved by B. Allen, Seconded by D. Samuel, the meeting adjourned at 6:10 p.m.

_____ Chair _____ Secretary