

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, NOVEMBER 19, 2001 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork
Sandra Boyle (Ex-Officio)
Laura Byrne
Ray Chapman
Edward Inoue
Ted James
Jan Lindsay
Wilma Marshall
Susan Meshwork
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Geraldine Street
Shaun Tyakoff
Penny Swanson (Vice-Chair)
Wendy Wheeler

Des Wilson
Susan Witter (Ex-Officio)

Regrets:

Trish Angus (Non-Voting)
Kim Longmuir
Carly Turner
Ryan Wray

Absent:

Leon Morel

Guests:

Ashifa Manji
John McKendry
Brenda Walton (for T. Angus)

The Chair welcomed Ashifa Manji, the new Associate Registrar, and Brenda Walton to the meeting. Brenda introduced Ashifa as the manager responsible for Records/Information Systems in the Registrar's Office.

The Chair congratulated Kim Longmuir for her graduation October 4, 2001 at SFU. Kim received her Master's Degree in Education (Administration and Leadership).

The Chair also congratulated Ryan Wray who was recently accepted into the training program of the Vancouver Police and would be leaving Douglas College and Education Council.

Unfortunately both Ryan and Kim were unable to attend the meeting.

2. APPROVAL OF THE AGENDA The Agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2001 MEETING (circulated)
The Minutes were approved as circulated.

4. BUSINESS ARISING

- 4.1 Research Ethics Board (REB): Membership: T. James reported that he has contacted those who were nominated for the REB. He further advised members that all nominees accepted the invitation to sit as members. Ted noted that he was still seeking a representative from the faculty of Health Sciences and an external member with relevant expertise. He added that the REB is planning to hold its first meeting in early December at which time it will be determined which members would serve one-year terms. Ted added that the REB will undertake a review of the *Research Ethics and Practices* and *Standardized Testing for Research Purposes* policies.
- 4.2 Policy Revision: Credentials Awarded at Douglas College: The Chair reminded members that, in order to facilitate further discussion, the approval of the policy was deferred to November's meeting. She noted that part of the discussion that took place at last month's meeting revolved around whether PLA credit was considered residency credit under the policy. She added that because the term 'residency' seems to be problematic, a suggested revision, contained in the package, proposed removing the term from the policy and substituting for it 'direct instruction' since the direct instruction of Douglas College faculty was what the sub-committee had wanted as a requirement for 25% of a credential's credit. There was general support for the revision.

The Chair advised members that the department of Student Services and the faculty of Child, Family and Community Studies indicated strong support for a 25% residency requirement. She added that Commerce & Business Administration; Language, Literature & Performing Arts; Humanities & Social Sciences; and Science & Technology were in support of the 50% requirement. G. Street added that Health Sciences was in favour of the 50% requirement. E. Neufeld was unable to attend her DEC meeting but added the requirement would not have a major impact in her area.

J. Lindsay encouraged members to consider not only student accessibility but how the College is positioning itself in relation to other colleges in the system i.e., affiliation and partnership agreements. She added that, for the College to be competitive, it needs to be flexible, innovative, open and learner-centred.

Considerable discussion ensued on the benefits of a reduced residency

requirement in certain program areas where learners often bring to the program related prior learning. Representatives of other instructional Faculties were reluctant to approve a policy revision which they did not feel served the best interests of their areas.

Further discussion ensued on the following:

- ◆ what will a Douglas College credential mean if it is acquired through 75% transfer credit, 75% PLAR or a combination of both?
- ◆ could there not be different standards for different credentials?
- ◆ how will the College be positioned in relation to other institutions in the future?

D. Wilson suggested adding “and at least twenty courses” after “a minimum of 60 credits” under the heading of “Associate Degree”. It was agreed to defer consideration of this suggestion until a later time.

MOVED BY J. Lindsay, SECONDED by G. Street,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the *Credentials* policy as submitted.

The Motion was CARRIED.

One abstention was noted for the record.

The Chair thanked Jan Lindsay and the Committee for their work.

This policy will take effect immediately.

- 4.3 Policy review: Curriculum Development and Approval (CDA): The Chair advised members that, as a result of a suggestion made at the Standing Committee Terms of Reference review meeting last spring, policies scheduled for review will now be sent out to FECs/DECs and other constituent groups for feedback.

ACTION **The Chair asked members to take the policy and Course Control Sheet to their constituents to solicit feedback. She asked members to forward suggestions for revision, including, wherever possible, specific language changes, to the Secretary by January 18, 2002.**

The Chair noted that the Policy Committee and the Curriculum Committee will

jointly review the CDA policy and the feedback received and provide Council with a revised draft in the spring.

- 4.4 Curriculum Committee Recommendations: R. Chapman advised members that the Committee reviewed fourteen curriculum guidelines. In response to a question, he added the revisions were straight forward, reflected updated terminology, and adhered to College policies.

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

MOVED by G. Street, SECONDED by S. Tyakoff,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for PNUR 700, PNUR 702, PNUR 704, PNUR 705, PNUR 707, PNUR 708, PNUR 710, PNUR 720, PNUR 730, ACCT 220, CISY 210, CISY 495, OADM 203 and OADM 303.

The Motion was CARRIED.

- 4.5 Admissions and Language Competency Standards Committee Recommendations: On behalf of the faculty of Language, Literature & Performing Arts, J. Allwork noted the ongoing problem of inconsistency between language competency entrance requirements and English or Communication course requirements within these and other like programs. She noted that the Terms of Reference of the Admissions and Language Competency Standards Committee specify that language competency entrance requirements should be “consistent with program/course content” and that this consistency is required so that students are not misled as to their ability to register in required courses within programs to which they are admitted.

Brenda Walton noted that students are advised that a grade of “C” in English 12 is not a sufficient pre-requisite for registration in English or Communications courses. She added that students are advised that they may be required to take a writing assessment test.

It was agreed that Council members would discuss this issue with their areas and with their Admissions and Language Competency Standards Committee

representatives, and to encourage programs in their Faculties to establish entrance requirements consistent with the requirements of courses within the program.

There was unanimous consent to short-cycle the recommendations submitted by the Admissions and Language Competency Standards Committee.

MOVED by G. Street, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the requirement of an English 11 with a grade of “C” for admission to all OADM programs and courses.

And,

THAT Education Council approve the Computing Information Systems program revision to the admission requirement from English 11 with a grade of “C” to English 12 with a grade of “C”.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 CE/C2000 Task Group on Academic Governance: The Chair advised members that she was invited to be a member of the Task Group, one of seven Task Groups working on the merger project. She added that the Academic Governance Task Group has been reviewing several educational policies that may, in future, be in need of revision as a result of the merger.
- 5.2 2002/2003 Academic Calendar: The Chair advised members that the Registrar brings this item to Council every year for review.

For clarification, the Chair noted that the College is not officially closed for the College-wide PD day but day-time classes only are cancelled. Evening classes will run as scheduled. The Calendar copy has been revised to reflect this.

In response to a question, Brenda Walton advised members that the exam schedule has not changed. Faculty members still have the option of giving exams the Saturday prior to and after the examination week.

D. Wilson queried the date for grades due for courses with a final exam for the Fall 2002 semester. (Subsequent to the meeting, Brenda Walton forwarded an email to D. Wilson advising him that the date stipulated, December 18, 2002, is

consistent with all other Fall semesters.)

ACTION Please take the Academic Calendar to your constituent groups for feedback at December's meeting.

- 5.3 Memorandum of Agreement: Douglas College and the University of Phoenix: Discussion ensued as to whether the proposal is in fact an affiliation agreement as defined by the recently approved *Affiliations* policy. She noted that the policy does not specify articulation agreements as affiliations and that articulation is separately specified in the Act as subject to joint Board and Education Council approval.

The following discussion ensued:

- should articulation agreements with institutions that are outside the BC Transfer guide be covered by the *Affiliations* policy?
- can "articulation" be more clearly defined?

It was suggested that Janet Allwork, Geraldine Street, Al Atkinson and John McKendry meet and bring forward to a subsequent Council meeting a suggestion for addressing articulation agreements within the *Educational Affiliations* policy.

ACTION Please take the Memorandum of Agreement to your constituent groups for review of course transfer details. Please forward any feedback to your Dean who will forward it to the Vice President - Instruction.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the instructions for the Instructor Course Outline Template are in the package for information. She added if members required assistance with accessing the Template to contact the Secretary (5520).

The Chair asked members to remind faculty in their areas that day classes are cancelled on February 13th, 2002 for the College-wide PD day. The Chair highlighted information item 7.3 from the package, and asked members who were willing to take part in the making of a video tape for the PD day to contact Yvonne Mostert.

The Chair reminded members to ensure discussions take place at their FECs/DECs regarding on-line learning (memo from the October package).

The Chair highlighted the document in the package regarding Standing

Committee Memberships, noting that Carly Turner has agreed to move to the Educational Policies Committee. She added the membership for the Research Ethics Board will be updated. The Chair clarified that there is no need now for the Residency Credit Exemption Committee. A revised membership list will be forwarded to Council members shortly.

The Chair advised members that the Chairs of Education Councils were invited, on short notice, to meet with the Honourable Shirley Bond to discuss the tuition fee freeze. She added that the Minister was interested in the educational impact of the freeze on institutions. The Chair advised members that it was difficult for most Chairs to comment on behalf of their Councils as Council membership includes representation from faculty, staff, students and administrators. She added that there were no consistent comments from the Chairs except the need for more money to encourage curriculum and program development and to support and develop student services.

6.2 Report from the President

The President encouraged members to review her report which was sent out via GroupWise last week.

The President reported that she has been involved extensively in discussions with other Presidents and Ministry officials regarding the Core Services Review, the New Era document and their effects on education and health care. The President speculated that the Ministry may make a few major announcements prior to the December break.

The President advised members that the College will probably not receive its budget from the Ministry before April. She added that SMT will be considering budget issues over the next several months. She added that, as per past practice, the draft budget will go to the College community for feedback.

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 Standing Committee on Educational Policies

There was no report.

6.6 Report from the Standing Committee on Planning and Priorities

E. Neufeld advised members that the Committee's first meeting will take place in either December or the beginning of January.

- 6.7 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
 - 6.8 Report from Residency Credit Exemption Committee
There was no report.
 - 6.9 Report from the Educational Excellence Committee
There was no report.
 - 6.10 Report from the Curriculum Committee
There was no report.
 - 6.11 Report from the Research Ethics Board
There was no report.
 - 6.12 Report from the Education Technology Forum
There was no report.
 - 6.13 Report from the International Educational Education Advisory Committee
J. Lindsay advised members that the International Education Forum will be held on November 28th, 2001.
- 7 NEW BUSINESS - For Information and Circulation
- 7.1 Education Council Committee Membership list
 - 7.2 New Administrative policy: A20.01.01 - *Electronic Mail Usage*
 - 7.3 Your Two Bits Worth: An Opportunity to Contribute to a Special Douglas College Day
8. ADJOURNMENT: Moved by T. James, Seconded by R. Chapman, the meeting adjourned at 5:50 p.m.

_____ Chair

_____ Secretary