

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 17<sup>TH</sup>, 2003 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Heather Barnes  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne  
Colin Campbell  
Diana Christie  
Rosilyn Coulson  
Kuros Gadareh  
Ann Kitching (Ex-Officio)  
Ted James  
Fran Johnson  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer  
Penny Swanson (Chair)  
Susan Witter (Ex-Officio)

**Regrets:**

John McKendry  
Michael Ouellet

**Guests:**

Barbara Allen  
Suki S. Badh  
Yasmin Irani  
Karen Maynes  
Eric Meyer  
Lisa Phillips  
Des Wilson

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to move items 4.4 and 5.1 to the top of the Agenda. The Agenda was approved as re-ordered.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 20<sup>TH</sup>, 2003 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Self Funded Policy: The Chair introduced Karen Maynes, Vice President Finance

and Administration.

The Chair advised members that a memo from the Faculty of Commerce and Business Administration was on the side table. She asked members for further feedback to the policy.

In response to a question, Karen Maynes advised members the policy does not affect continuing education accrued revenue. She noted that continuing education is not yet self funded and is still being subsidized by the College. Karen added that within two years continuing education activities will function under the cost recovery model and will then fall within the guidelines of the Self Funded policy. F. Johnson will provide this information to Geraldine Street and forward Geraldine's memo to Karen Maynes and SMT for consideration.

In response to a question, the President advised members that this policy was developed a number of years ago when the external environment was quite different in that funding for new programs was readily available. She added that there is currently no funding for new programs with the exception of those that fall under the Government's New Era Commitments.

The President advised members that the changes to the policy reflect two major themes: 1) there is a need for the College to place less reliance on Government funding and increase other sources of revenue to fund base activities and support the College's strategic directions; 2) to separate Faculty/Department initiatives from overall College initiatives. The President advised members that the DCFA had been advised one year ago that the changes would occur this Fall.

Karen Maynes noted that SMT considers any activities over \$100,000.00 high risk and these revenues could be used to promote the strategic directions of the College, fund new program development, purchase capital equipment etc.

L. Byrne advised members that initially the policy was developed to encourage faculty to initiate and participate in the development of self funded activities. She noted that the proposed revisions to the policy break with the original spirit and intent of the existing policy and take away the built in incentive for faculty to actively participate in the development of such activities. She added that the Faculty of Commerce and Business Administration is "very disturbed" that this incentive will be removed.

A Motion from the Commerce and Business Administration was entertained:

**"It is recommended that the revision to A04.06.01 Self-funded Activities go back to committee for further discussion. It is also recommended that there be an open policy meeting with Senior Management Team (SMT) where interested faculty groups would have an opportunity to present their concerns and suggest how they could be addressed in any policy revision."**

**The Motion was DEFEATED.**

The President noted that much consultation had taken place already. The Chair added that any further feedback be forwarded to the President or Karen Maynes directly.

- 4.2 Program Revision: Credential Approval for the Customer and Cashier Training Program: In response to a question, T. James advised members that the program was previously offered as non credit and received funding by SEP and Quick Response Training. He noted that Council is now being asked to approve the offering of a Citation to graduates of the program.

In response to a question regarding the Library not being consulted, T. James advised members that it was not anticipated that there would be any implications for Learning Resources. P. Swanson advised members that when the program was initially offered, students did in fact use the Library. She added that the Library should be consulted in future.

**MOVED by E. Neufeld, SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Customer and Cashier Training Program as a credit program with a Citation credential.**

**The Motion was CARRIED.**

**MOVED by T. James, SECONDED by C. Campbell,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend the credential name to the Board.**

**The Motion was CARRIED.**

- 4.3 Program Revision: Credential Approval for the Light Warehouse Training Program: See notes from 4.2.

**MOVED by M. Brulhart, SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Light Warehouse Program as a credit program with a Citation credential.**

**The Motion was CARRIED.**

**MOVED by A. Patko, SECONDED by E. Neufeld,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council recommend the credential name to the Board.**

**The Motion was CARRIED.**

- 4.4 Information Technology Certificate Program: In response to a question, Barbara Allen advised members that the course has dedicated space at the David Lam Campus.

Barbara advised members that it was not anticipated students would require a lot support from the Centre for Students with Disabilities. Barbara noted that this will be monitored by the Coordinator and Advisory Council.

In response to a question, Barbara advised members that she was unsure if students would require special assistance during assessment testing. This is another area that will be monitored.

**MOVED by L. Byrne, SECONDED by E. Neufeld,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Information Technology Certificate Program.**

**The Motion was CARRIED.**

**MOVED by R. Coulson, SECONDED by F. Johnson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council recommend the Certificate credential to the Board.**

**The Motion was CARRIED.**

- 4.5 Course Renumbering: The Chair reminded members that this item is brought forward from the October meeting. She noted at that time there was some concern expressed over the plans to renumber courses. It was noted that Lorna McCallum, Kevin Barrington-Foote, Ted James and Des Wilson are drafting a statement regarding the concerns.
- 4.6 Applied Degree Standards Committee: F. Johnson advised members that the Academic Affairs Committee - a Standing Committee of VPAC is also considering this issue, but there is no duplication of effort.
- 4.7 Admission and Language Competency Committee Recommendations:

**There was unanimous consent to short-cycle the Motion to approve the Admission and Language Competency Committee Recommendations.**

**MOVED by K. Barrington-Foote; SECONDED by D. Christie,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the three changes to the admission requirements to the Information Technology Certificate program: 1) a pass on the CISO Aptitude Test, 2) a formal oral interview with and a recommendation from the Business Advisory Council, 3) an interview and a recommendation from the Opportunities Enabled Coordinator; and, THAT Education Council approve the admission requirement for both the Administrative Assistant Certificate and Medical Office Assistance Certificate Full Time Programs to change the keyboarding requirement from 40 to 25 net words per minute.**

**The Motions were CARRIED.**

- 4.8 Curriculum Committee Recommendations: There being no feedback,

**There was unanimous consent to short-cycle the Motion to approve the Curriculum Committee recommendations.**

**MOVED by E. Neufeld, SECONDED by M. Brulhart,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approved the submitted curriculum**

**guidelines for SPSC 362, NURS 3200, NURS 3210, NURS 3220, NURS 3230, NURS 3300, NURS 3301, NURS 4100, NURS 4130, NURS 4131, NURS 4200, NURS 4201, STSU 100, OADM 345, OADM 347, OADM 429.**

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Program revision: CISY program structure alteration: There was no feedback at this time.

**ACTION Please take this to your constituency groups for feedback.**

- 5.2 Education Council Rules and Procedures Revision Regarding Roles and Functions of Chair (3.1.1.12), Chair of the Education Council Appeal Tribunal: P. Swanson advised members that the wording is not clear in both the Student Appeals policy and the Education Council Rules and Procedures regarding a potential conflict of interest in the Chair position. She noted the proposed addition to the Rules and Procedures under the “Duties of the Vice Chair” section to state: “3.2.1.2 To sit on the Education Council Appeal Tribunal” and, 3.2.1.3 “To Chair the Education Council Appeal Tribunal if the Chair is in a conflict of interest situation for a particular appeal”. P. Swanson noted the proposed addition to the Student Appeals policy: “If the Chair is in a conflict of interest situation, the Vice Chair of Education Council shall Chair the Appeal Tribunal for that appeal. An alternate will be selected to fill the third position on the Tribunal for the appeal”.

A comment was made that the wording seemed redundant in that if there was a conflict of interest, the Chair would automatically step aside. In response, it was noted that the wording was an attempt to be explicitly clear.

**ACTION Please take this to your constituency groups for feedback.**

- 5.3 Education Council Bylaws revision: The Chair advised members that Colleges are no longer required to obtain approval from the Minister for Education Council bylaws. The proposed revision to the bylaws is as follows: “1.1.1 An Education Council must make bylaws, ~~with the prior approval of the Minister,~~ for the conduct of the business of the Education Council including bylaws specifying the duties of members of the Education Council in conflict of interest situations.

**ACTION Please take this to your constituency groups for feedback.**

- 5.4 Ad Hoc Committee on Grading Practices: The Chair advised members that this

item resulted from the Student Success Task Force recommendation 11.1 that “Education Council establish a Steering Committee to assist the College to focus during 2003/04 on issues associated with grading practices and the evaluation of student learning”. The Chair asked members for comments on the proposed mandate and structure of the Committee.

D. Christie noted that there was no Staff representation and asked if Staff were involved with grading. In response to the question, D. Wilson advised members that Staff sometimes participate in marking but do not assign final grades.

H. Barnes advised members that on page two, point six should read “DSU” not “DCSU”. The change was noted.

**ACTION**      **Please take this to your constituency groups for feedback.**

- 5.5      Budget Guidelines: The Chair reminded members that this was emailed to everyone. She noted that these will be used as guiding principles in the formulation of next year’s budget.

H. Barnes expressed concerns regarding point three on page one indicating possible funding reductions to a program, service or discipline.

There was some discussion regarding point six on page one concerning all faculties in the Instructional Division and Student Development achieving 100% of their official registration capacity. The President reminded members that the Ministry has mandated that colleges achieve 100% FTE. She added the consequences of not achieving 100% would be a reduction of funding from the Ministry.

In response to a question, the President advised members that reductions to a program would occur if it is considerably under-enrolled. She noted that currently Cisy and Computing Science are under-enrolled and the College and affected Departments are looking at various ways to rectify the matter.

It was noted that often first year courses are over-enrolled and second year courses are under-enrolled for various reasons. A concern was raised that a program could be cut because of the under-enrolled second year numbers.

**ACTION**      **Please take this to your constituency groups for feedback.**

- 5.6      Deadlines and Dates: The Registrar advised members that the new admission criteria of and English 12 with a C is now in place. She highlighted that the

College- wide Professional Development Day is scheduled for Wednesday, February 9<sup>th</sup>, 2005.

The Registrar noted the comment to clarify the term "15 week semester" to include 13.5 weeks of instruction and the examination period.

A comment was made that students should be able to register on-line for late registration. The Registrar agreed and noted that work on this issue was "moving slowly".

A comment was made concerning the issue of classes beginning on September 7<sup>th</sup> and the last day to receive an 100% refund was less than one week later and this may not be enough time for students to decide if they want to remain in the course. It was noted that this timeframe is consistent with the BCCAT policy and other institutions.

**ACTION**      **Please take this to your constituency groups for feedback. Feedback can also be emailed directly to Trish Angus.**

- 5.7      Motion from the Students' Union - National Day of Action: This item was added at the end of New Business. Yasmin Irani and H. Barnes distributed information to Council members on the National Day of Action. They asked members to consider the following Motion: "Education Council has the opportunity to grant academic amnesty to students who choose to participate in the CFS National Day of Action. This amnesty would ensure that students cannot be penalized for missing class on February 4, but will be expected to make up for any lost work". Yasmin indicated that other College Education Councils have supported this Motion.

The President advised members that, in the past, students were encouraged to meet with their instructors individually to discuss this issue.

Education Council will deliberate on the Motion. It will come to the December meeting for follow-up.

**ACTION**      **Please take this to your constituency groups for information.**

## 6.      REPORTS

### 6.1      Report from the Chair

The Chair advised members that the Planned Changes to the Organization, Structure and Operation of Educational Programs and Services policy was in the package. She asked members to look at this policy as it is budget time and the College is proposing re-allocations in some areas. She noted that the re-

allocations will mean reductions in one area and sections being added to other areas. She noted that the Computing Science Faculty have alerted her to the fact there may be some changes to their area. The Chair reminded members that it is Education Council's role to ensure whatever decisions are made are educationally sound. She noted that Council will need to consider what is best for "our" students.

**The Chair encouraged members to read the Planned Change policy and to think about what role Council will have in the consultation process.**

The Chair reported that the Council of Education Council's (COEDCO) met in October. She noted that the representative from the Ministry distributed a update from the Ministry of Advanced Education (included in you package under item 7.3). She noted that there was considerable discussion regarding the Degree Quality Assessment Board and how that process will work as well as the concept of 'applied degrees'. She advised members that BC Campus was discussed and there seemed to be a lot of confusion about it. The Chair added that the Ministry representative advised members that the Ministry has received many replies to the mandate review and are in the process of sifting through the responses.

6.2 Report from the President

The President advised members that the President's Report has been distributed to "ALL" via email. She highlighted that SMT is in the process of reviewing next year's budget. She noted the Enrollment Management Committee will make a presentation to the Board on Thursday. She added that the information will assist Senior Management in determining what areas the College needs to focus on with respect to any program reductions or re-allocations.

The President advised members that tuition fees would not increase much higher than 5% next year.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

**NOTE: The Secretary reminded members that the next meeting is on December 8<sup>th</sup> and will commence at 2:15 p.m.**

6.5 Report from the Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Education Policies

P. Swanson advised members that the Committee is continuing to look at more

policy implications with respect to the Student Success Task Force recommendations. She noted that T. James is the new Chair and will be reporting commencing in December.

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

T. Angus advised members that her office is continuing to work on the English 12 with a C as a general admission requirement for all areas of the College to ensure consistency.

6.8 Report from the Educational Excellence Committee

K. Barrington-Foote reported that the Committee is considering a possible addition of an award for students. He noted that four Douglas students received the Millennium Scholarship. One was presented prior to the Council meeting and the other three will be presented at the Board on Thursday.

6.9 Report from the Curriculum Committee

C. Campbell reported that the Library often has a “n/a” on the Control Sheet. He stressed the need for the Library to be consulted.

**ACTION** Please remind your Departments of the need to consult the Library when providing curriculum guidelines and course control sheets. Also remind your area that the Educational policies are on the web.

**ACTION** Please advise your Departments that the Curriculum Committee meets on the first Wednesday of each month (see memo included in the package).

6.10 Report from the Education Technology Forum

G. Rodwell advised members that an email was sent to the College Community asking for volunteers to help with the implementation of LUMINUS.

7. NEW BUSINESS - For Information and Circulation

7.1 Douglas College Board Goals 2003-2004

7.2 Copyright Legislation

7.3 Ministry of Advanced Education update

8. ADJOURNMENT Moved by R. Coulson, Seconded by H. Barnes, the meeting adjourned at 5:55 p.m.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary