

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, NOVEMBER 15<sup>TH</sup>, 2004 AT 4:15 IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne (Vice-Chair)  
Colin Campbell  
Diana Christie  
Debra Flewelling  
Kuros Gadareh  
Anna Jajic  
Ted James  
Ann Kitching (Ex-Officio)  
Joel Koette  
Susan Meshwork (Chair)  
Elsie Neufeld  
Jan Lindsay  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer  
Peter Tong  
Susan Witter (Ex-Officio)

**Regrets:**

Rosilyn Coulson  
Khai Rosli

**Absent:**

Jeremy Gervan

**Guests:**

Barbara Allen  
Roberta Bend  
Pat Brown  
Joy Holmwood  
Yasmin Irani  
Laurie Kenward  
Suzanne Miles  
Colleen Murphy  
Yvonne Savard  
Mike Tarko

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2. APPROVAL OF THE AGENDA: The Agenda was reordered to accommodate the guests. The Withdrawals, Course and Status Changes policy was added to item 4.4. A Motion from the Faculty of Child, Family and Community Studies was added as item 5.4. The Agenda was approved as revised.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 18<sup>TH</sup>, MEETING: It was noted that Ted James sent his regrets for the October meeting. The Minutes were approved as revised.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Health Information Services Program:

a) Affiliation with Ryerson University

**MOVED by A. Patko; SECONDED by J. Lindsay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the affiliation between the Health Information Services Program and Ryerson University.**

**The Motion was CARRIED.**

b) Affiliation with Athabaska University

Laurie Kenward advised members that a representative from Athabaska University will host an evening information session on November 29<sup>th</sup>. She added that all Health Sciences Alumni are welcome to attend.

**MOVED by C. Campbell; SECONDED by J. Koette,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the affiliation between the Health Information Services Program and Athabaska University.**

**The Motion was CARRIED.**

4.2 Program and Services Review Process: It was clarified that this item is not before Council as a Motion for Support. Should members have specific feedback, please forward it to Blaine Jensen directly.

- 4.3 Psychiatric Nursing Degree - Full Program Proposal: The Chair introduced Joy Holmwood, Roberta Bend, Mike Tarko and Yvonne Savard to speak to this item.

Joy advised members that the Template has been submitted to the Ministry. She added that the proposal must meet or exceed nine set criteria developed by the Ministry.

Mike advised members that by the year 2010 the College of Psychiatric Nurses will require all registered Psychiatric Nurses to possess a baccalaureate degree.

In response to a question, Joy advised members that both the diploma and degree streams will run concurrently. She added that the College is required to offer a diploma exit.

It was noted that students are required to take ENGL 1130 in the first semester of the degree program; however, students taking the diploma program are not required to take it until the third semester. It was suggested that it may be beneficial for students in the diploma program to take ENGL 1130 in the first semester as well.

It was noted that a student must have a minimum cumulative GPA of 2.5 to enter the program.

Members expressed appreciation for the thoroughness of the proposal.

Members appreciated the fact that students will be introduced to strategies that will enable them to be successful.

Joy advised members that she has met with a couple of FECs and is willing to meet with other FECs/DECs should they have questions regarding the Full Program Proposal.

**ACTION** Please take this to your constituency groups for feedback and a Motion for Approval at the December meeting.

- 4.4 Educational Policy topics: Priority Registration, Course Outlines and Withdrawals, Course and Status Changes policy:

**Priority Registration**

By way of background, T. James advised members that a recommendation was approved by Council that new and returning students (commencing Winter 05) be given priority registration based on their GPA. It was noted that this will not affect those students who currently receive special registration dates. It was

clarified that this will not affect closed or limited enrollment students.

Subsequent to the meeting, the Registrar provided the following email to members clarifying the rationale for special group priority registration: “1. International Students - Immigration requires that the student be registered for a certain number of credits per year to maintain a student visa; 2. Athletes - Varsity team players only - league requires that the student be registered for a certain number of credits for eligibility to play in the league - athletic scholarships require a certain number of credits; 3. Disabled Students - stipulated by the Centre for Students with Disabilities based on the need for ordering resources 3 to 4 months in advance; 4. Employees - College commitment to employees; 5. Student Union - participation on College-wide committees such as Education Council and in support of the Student union executive; and, 6. Entrance Scholarship Winners - as a commitment to the student choosing Douglas College and accepting the scholarship.”

### **Course Outlines**

T. James advised members that this issue was raised out of discussions at the Student Success Task Force. It was recommended that the course outlines be revised to include guidelines for student success. He noted that some Task Force members felt this would be too descriptive, others felt it important to identify strategies for student success.

### **Withdrawals, Course and Status Changes Policy**

T. James advised members that, as a result of the change in priority registration, the language in the Withdrawals policy regarding waitlisting needed to be revised. He advised members that language provided by the Registrar’s Office regarding a student who is registered and is unable to attend the first class needs to obtain written permission from the instructor or their seat may be declared vacant was not approved by the Policy sub-committee. Subsequent to a meeting with the Registrar’s Office, to receive clarification, the sub-committee again voted against the language in the policy thus could not recommend the change to Council.

A number of comments were made regarding the unrealistic expectation of students being required to obtain written permission from their instructor to miss their first class.

In response to a question, the Registrar advised members that the electronic waitlist/registration system could only work in late registration if Education Council does not approve the suggested language to the policy.

### **ACTION**

**Please take these items back to your constituency groups for feedback at the December meeting.**

4.5 Academic Plan - Program Mix, Pedagogy and Scholarly Activity:

In relation to the Program Mix, the President advised members that the feedback from the Ministry indicated the Plan was degree heavy. Members were referred to two revised pages in the Plan - the Overview of the Academic Directions and Program Mix and, Implementation Schedule.

The President reaffirmed that Douglas will continue to be a comprehensive college offering a broad range of developmental, academic and career programs. She also noted that the College is fully committed to continuing professional education and contract training. She added that Douglas will continue to be a two year comprehensive college which will offer some degrees. She reiterated that Douglas is not moving to become a university college.

A response from the Developmental Education Department Education Committee was received.

The Chair asked for members' feedback regarding the three remaining components of the Plan.

- A suggestion was made to expand course offerings where there are long waitlists. It was clarified that the Plan is fluid in terms of fluctuating enrolments.
- A question was raised regarding whether the College could somehow support students beyond the Foundation Semester.
- It was noted that the community views Douglas as a "community college".
- It was noted that student engagement should focus not only on instructional methods but also students need to be involved with the discipline.
- It was advised that VPAC is working on the Scholarly Activity component. It was added that FECs/DECs will be involved in discussions Regarding this issue.

4.6 Applied Degree Standards Committee: L. Byrne advised members that the Committee is working very hard. She provided members with two templates: 1) Applied Degree Evaluation Worksheet and, 2) Core Competencies and Distinctive Characteristics Matrix.

It was noted that providing a check sheet for proposal developers was a great idea.

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

- 4.7 Admission and Language Competency Committee: There was no report.
- 4.8 Curriculum Committee Recommendations: A revision was made to the memo dated November 2<sup>nd</sup> - the five CAEP courses should be listed under Student Development and not Child, Family and Community Studies.

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

**MOVED by K. Barrington-Foote, SECONDED by L. Byrne,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CAEP 0203; CAEP 0205; INTR 1175; ASPC 1110; DVST 0455; CRIM 2240 and, GEOG 2270.**

**The Motion was CARRIED.**

C. Campbell referred to the second memo in the package regarding a Notice of Motion to approve the curriculum guidelines for the Psychiatric Nursing Bachelor of Science and Diploma courses. He noted these will come to Council for approval at the December meeting.

Should members require a copy of the PNUR curriculum guidelines, please contact the Secretary.

## 5. NEW BUSINESS

- 5.1 ITEC Program Structure Alteration: The Chair introduced Barbara Allen to speak to this item.

Barbara advised members that the Opportunities Enabled program have three separate programming languages including: Visual Basic in semester one, C++ in semester two; and, Java in semester three. She noted that during the first intake, understanding and mastering three separate programming languages is very difficult for students. She noted that she would like to see the program move to a .NET platform wherein students would be exposed to one programming language - Visual Basic .NET to allow the students to gain a much better understanding of programming in general and Visual Basic specifically.

In order to meet calendar deadlines, the Chair asked members if they were willing

to short-cycle the Motion.

**There was unanimous consent to short-cycle the Motion.**

**MOVED by G. Rodwell; SECONDED by D. Christie,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the ITEC program structure to ensure that students are exposed to one programming language during the first intake.**

**The Motion was CARRIED.**

5.2 Concept Papers from Child, Family and Community Studies: The Chair reminded members that Council receives concept papers as information only. The Chair introduced Colleen Murphy and Pat Brown to speak to these items.

- a) Development of a Collaborative Douglas College/Satir Institute of the Pacific Advanced Diploma in Family Therapy: Colleen advised members that currently no programs in British Columbia offer training in family therapy. She noted the Satir Institute of the Pacific (SIP) would like to offer the training in partnership with Douglas College for a number of reasons. It would allow for an expansion of more depth and breadth than the courses offered to date. She noted it would also formally add an evaluative component to Douglas' existing program. She noted that underlying these reasons is the commitment to improving the support and service we offer to our client families and assisting the professionals we teach. Colleen added that the Satir Model is applicable in all the contexts in which people live, from the individual, the family, the community and culture.

Colleen advised members that the program is intended for practitioners who work with families and in family contexts and in clinical settings which provide therapeutic services, family support, and child and youth services.

Colleen advised members that it was anticipated that the first class of twenty four students will include new students and students who have already taken training with the Satir Institute of the Pacific.

In response to a question, Colleen advised members that Satir currently has agreements with the University of Victoria and the University of

British Columbia. She noted that difference between those agreements and Douglas is the complete program will be offered at Douglas.

In response to a question, Colleen advised members that the Satir Institute is Canadian; however it has worldwide memberships.

- b) CFCS Advanced Diploma in Addictions and Co-occurring Disorders: Pat Brown advised members that the field of practice currently treats one disorder at a time. She noted this concept paper is an attempt to address the need for training practitioners when treating clients with co-occurring disorders. She noted there is no current training in the province for this.

Pat advised members that the certificate program is made up of thirty credits not fifteen as indicated in the concept paper.

In response to a question, Pat advised members that the students for this program will be current practitioners and, in order to accommodate their schedules, courses would likely be offered in the evening, weekend or as a summer institute.

- 5.3 Budget Guidelines: The President advised members that the Budget Guidelines come before Council every year for feedback prior to being forwarded to the Board for approval. She noted there are no major changes from last year.

**ACTION Should members have feedback, please forward it to Susan Meshwork.**

- 5.4 Removal of the First-aid Requirement for Graduation in Four CFCS Programs: Pat Brown advised members that for the Youth Justice Worker, Child and Youth Care Counselor, Community Social Service Worker and Early Childhood Education programs the first-aid component is a requirement for licencing only and not for graduation. She noted that many students are finding that employers are wanting different types of first-aid, and in some cases, employers will pay for the student to complete the first-aid training.

The Chair asked members if they were willing to short-cycle the Motion.

**There was unanimous consent to short-cycle the Motion.**

**MOVED by J. Spencer; SECONDED by M. Brulhart,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Motion to remove the first-aid requirement for graduation in the Youth Justice Worker, Child and Youth Care Counselor, Community Social Service Worker and Early Childhood Education programs.**

**The Motion was CARRIED.**

6. REPORTS

6.1 Report from the Chair

The Chair reported that she had recently attended a conference in Halifax on Adjudicative Tribunal Training.

The Chair advised members that the Planned Change sub-committee still requires one more member. Please contact the Chair should you be interested.

6.2 Report from the President

The President advised members of the Community Leaders Forum on November 30<sup>th</sup>, 2004.

6.3 Report from the Board Representative

There was no report

6.4 Report from the Secretary

**The Secretary reminded members that the December Council meeting 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 Educational Policies

There was no report.

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

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 Education Technology Forum  
There was no report.
  
- 7. NEW BUSINESS - For information and circulation
  - 7.1 Timetable Policy Development Committee - Terms of Reference
  - 7.2 Douglas College Transfer to UVic and UNBC
  
- 8. ADJOURNMENT: Moved by K. Barrington-Foote; Seconded by A. Jajic, the meeting adjourned 6:15 p.m.

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Chair

Secretary