



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, November 21<sup>st</sup>, 2005 at 4:15 p.m.**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Graeme Bowbrick  
Marilyn Brulhart  
Jan Carrie  
Rich Chambers  
Sam Cheng  
Rosilyn Coulson  
Lucia Fuentes  
Gerry Gramozis  
Elizabeth Helps  
Rabey Husini\*  
Anna Jajic (Vice-Chair)  
Ted James  
Ann Kitching (Ex-Officio)  
Jan Lindsay  
Les Marshall  
Elizabeth McCausland  
Susan Meshwork (Chair)  
Colleen Murphy  
Brenda Pickard (Secretary)  
David West  
Susan Witter (Ex-Officio)

**Regrets:**

Heidi Taylor

**Absent:**

Sean Hibbitts

**Guests:**

Kathy Denton  
Cynthia Fulton  
Blaine Jensen  
Lin Langley

\* Part of the meeting

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved.
3. APPROVAL OF THE MINUTES OF THE OCTOBER 17<sup>th</sup>, 2005 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES

#### 4.1 Professional Development Day Schedule

The Chair advised members that, as stated in the College and Institute Act, Council has an advisory role regarding setting the academic schedule. She introduced Cynthia Fulton and Lin Langley to speak to this item.

Lin advised members that, after the 2005 Professional Development (PD) day was cancelled, Council supported the next PD day be held in February, 2006. She advised members that this has thrown the dates off the original 2-year schedule. She added that, in addition to avoiding the coordination of two major PD events in one year (Douglas College Professional Development day and the Staff Professional Development day), the proposed timing of the Douglas College PD day should avoid conflict for committee members, some of whom sit on both committees. She therefore asked Council if they were willing to support altering the original schedule so that the Douglas College PD day would be scheduled every two years after February, 2006.

**There was unanimous consent to short-cycle the motion from the Professional Development Committee.**

**MOVED by R. Coulson; SECONDED by J. Lindsay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council, in its role of advising on the Academic Calendar, recommend to Senior Management that the next Douglas College Professional Development Day be scheduled as designated on February 8<sup>th</sup>, 2006, and that subsequent Professional Development Days be scheduled every second year, in February 2008, 2010, 2012 etc.**

**The Motion was CARRIED.**

#### 4.2 Learning Support Services Plan

The Chair advised members that providing formal advice on this issue falls within Council's advisory role. She asked members to provide feedback from their FECs/DEC. The Chair introduced Blaine Jensen to speak to the revisions.

Blaine advised members that he has received some suggestions regarding formatting and editing, which have now been included in the document. Blaine also advised members that the wording of the last sentence of the last paragraph on page five has now been revised as Council suggested. He asked members for further feedback.

- Several members expressed concern that the language seemed to be too informal. A scholarly tone would be more appropriate.
- It was noted that the College must be sensitive to the changing demographics of our student population and be quick to respond.

- It was suggested to remove the reference to “Asian students” in the first paragraph under Exit Transition on page six.
- LLPA found the ideas very valuable; however, they found it difficult to pull out key themes and suggested that an executive summary with key goals be provided at the beginning of the document.
- DVST has an issue with the coordinated assessment and will provide Blaine with something in writing.

The Chair advised members that she will write a formal memo to Blaine containing Council’s feedback.

4.3 Program and Service Evaluation Guide

Blaine Jensen advised members that previous programs reviews (formally called unit reviews) have been unsuccessful in providing a sustainable process and acceptable results. He noted that work began in 2004 to develop a new review mechanism. This document was brought before Council in the fall of 2004 and received supportive feedback for the general direction of the reviews. Blaine added that the most noteworthy change sees “periodic reviews” becoming “comprehensive reviews” which would be conducted on an as-needed basis rather than according to a predetermined cycle. He noted that the “very occasional ‘rationalizations’ will now become ‘restructuring reviews’”.

In response to a question, Blaine advised members that the responsibility for ensuring that each program or service is reviewed annually rests with the Dean or Director of the area in consultation with Chair, Coordinator, Manager and Supervisor, as appropriate.

**ACTION Please take this to your constituency groups for feedback and formal advice at the December meeting.**

4.4 Educational Excellence Awards

This item will be held in-camera at the end of the public meeting.

4.5 Admission and Language Competency Committee

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

**MOVED by A. Jajic; SECONDED by E. McCausland,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve 1) the admission requirements for the Douglas College/UCFV BA in Criminal Justice and, 2) removal of the recency requirement for English 12 for Psychiatric Nursing.**

The Motion was **CARRIED**.

4.6

Curriculum Committee Recommendations

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

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

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CCSD 4569; INTR 1225; PSYC 1150; MATH 1101; MATH 1120; MATH 1125; MATH 1130; MATH 1160; MATH 1191; MATH 1220; MATH 2230; MATH 2232; MATH 2321; MATH 2421; MATH 2440;**

**and,**

**THAT Education Council approve the withdrawal of ECED 182 and STSU 1101.**

The Motions were **CARRIED**.

5. NEW BUSINESS

5.1 Associate of Arts Limited Enrollment Program – Change in Maintaining Status

The Chair introduced Kathy Denton to speak to this item.

Kathy advised members that the Associate of Arts Limited Enrolment program has a program maintenance requirement of a minimum semester GPA of 2.8. She noted the level 2.8 was identified because it seemed like a conservative “goal” to achieve to ensure university transfer. She advised members that admission requirements at universities have since declined compared to what was expected when the 2.8 requirement was set, so it now seems unnecessarily strict. Kathy advised members that the Psychology Department would now like to change the maintenance requirement from a “requirement” to a “recommendation”. She added that this will communicate a performance expectation to students without the punitive measure of being dropped from the program if they fail to achieve a 2.8 average at a time when College enrolments are down.

In response to a question, Kathy advised members that, as Coordinator of the program, she would contact and assist any student who was not maintaining a 2.8 GPA or 30 credits per year.

Members gave the following feedback:

- T. James cautioned that, if there is no requirement written in policy for a minimum GPA, it would be difficult to enforce. In response, Kathy advised members that a mechanism would be put in place to advise students that if they fail to reach the standard, they will be required to see the Coordinator.
- A question was raised as to whether the GPA standard would fluctuate from semester to semester (to fall in line with SFU and UBC). In response, Kathy advised members that only in extreme cases would the requirement fluctuate.
- A. Kitching advised members that, rather than being punitive, she would like to see good students being rewarded. Kathy responded by saying letters do go out to students.
- T. Angus reminded members that students who do not maintain a GPA standard are not required to withdraw from the College, only the Limited Enrolment program.
- Some members advised that they felt maintaining 30 credits per year seemed high.
- R. Chambers advised that most limited enrolment students are “high performing” students.
- There was a suggestion that the language change was vague and allowed for arbitrary decision-making on the penalty for falling below expected GPA requirement.
- Concern was raised that the department was not giving students enough information regarding the standards they are required to meet and subsequently would that increase the number of appeals?
- It was suggested that there are other models such as if a student doesn't maintain a certain GPA they are moved into a part time program.

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

**MOVED by J. Lindsay; SECONDED by L. Fuentes;**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the change in maintaining status in the Associate of Arts program. The language in the “NOTE” section will now read “It is recommended that the students maintain a 2.8 GPA to continue in the program. Students who perform below this level or who are unable to complete 30 credits per year may be requested to withdraw from the program”.**

**The Motion was CARRIED.**

5.2 Affiliation Agreement between Douglas College and Luoyang University (Henan Province, China)

The Chair reminded members of the Educational Affiliations policy and that Council needs to consider the purpose(s) of the affiliation; educational rationale and, establish the credibility of the institution prior to approving the affiliation.

In response to a question, Susan Witter advised members that discussions are at the preliminary stage only. She added that the intent, in future, would be to establish faculty, administration and student exchanges.

**There was unanimous consent to short-cycle the motion to approve the Notice of Intent.**

**MOVED by L. Marshall; SECONDED by C. Murphy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Notice of Intent of an agreement between Douglas College and Luoyang University, Henan Province, China.**

6. REPORTS

6.1 Report from the Chair

The Chair advised members that budget development is proceeding. She noted that Council will receive the draft budget guidelines at the February meeting and will be asked to provide advice at its' March meeting.

The Chair reported that she had attended the CoEdCo meeting. She highlighted that the Advanced Education Ministry representative attended and advised the Chairs that the Ministry may be reconsidering the current rule regarding having to maintain 100% FTE in order to be granted more than one degree.

6.2 Report from the President

The President gave a brief review of the report she sent to the College community. She highlighted that, due to external factors, the Academic Plan that Council approved last February will be adjusted.

The President advised members that a call for strategic development funding will occur in February, 2006.

The President reported that the Degree Quality Assessment Board (DQAB) will have a site visit for the Therapeutic Recreation degree on December 5<sup>th</sup>, 2005.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary reminded members that the December meeting commences 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

T. James highlighted the policy review schedule (listed as item 7.1). He noted that the policies listed under each year will have a complete review. He added that the policies up for review will be put on *myDouglas* for comments from the College community.

T. James reported that the Committee will bring a new policy forward regarding one clear day between the end of classes and the start of exams.

6.7 Report from the Research Ethics Board

There was not report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

E. McCausland encouraged members to consult with other departments if they are using curriculum from other institutions as a Douglas College course.

7. OTHER BUSINESS

7.1 Educational Policy Review Schedule

7.2 Lower Mainland Grade 12

8. ADJOURNMENT: Moved by E. McCausland, Seconded by S. Cheng, the public meeting adjourned at 5:40 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary