

**DOUGLAS COLLEGE**

**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD ON MONDAY, OCTOBER 19, 1998 AT 4:15 P.M. IN THE BOARD ROOM**

1. ROLL CALL

**Members Present:**

Barbara Allen  
Al Atkinson  
Lawrence Becker  
Paul Biscop  
Georgina Ferguson  
Sandra Hochstein  
Maria Iaquina  
Rashida Ismail (Secretary)  
Kim Longmuir  
Dawn McDonald  
Beverley Miller  
Carole Nelson (Ex-Officio)  
Susan Oesterle  
Debbie Smith  
Julie Roper  
Jim Sator  
Jack Shehadeh  
Meg Stainsby (Chair)  
Susan Witter (Ex-Officio)

**Regrets:**

Trish Angus (Non-Voting)  
Darryl Flasch  
John McKendry  
Joan Thomson

**Absent:**

Rosanna Wijenberg

**Guests:**

Carol Ebner  
Martha Entin  
Mia Gordon  
Ted James  
Fran Johnson  
Sandi Strate  
Elaine Tessaro

The Chair called the meeting to Order at 4:15 p.m. She acknowledged the presence of the guests and welcomed Carole Nelson, Board representative, replacing Gerry Sieben. Carole is also Chair of the Education Committee of the Board. On behalf of Council, the Chair extended her appreciation to Gerry for his insights and contribution to Council business.

2. APPROVAL OF THE AGENDA: Item 4.3. General Studies Diploma was deferred until November 16.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 21, 1998 MEETING: The minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1. Standing Committees Membership: A list outlining the current membership on Council's standing committees was distributed to members. The Chair pointed out that there were two faculty vacancies on Educational Policy and Planning and Priorities Committees and **asked for volunteers**. She also advised that Sandra Hochstein will replace her on the Self Study Implementation Plan Task Force.

4.2. Council Facilitation of College-wide Discussions on Learning Outcomes, Flexible Assessment and Distributed Learning: At the request of the Chair, Paul Biscop advised that a preliminary meeting was held with representatives from Douglas Development to discuss strategies for this initiative. Attempts are being made to solicit more members for a wider representation at the College level. It was suggested that the "project team" for assessment/outcomes-based learning (Carol Ebner, Susan Greathouse, Nancy Oike and Wilma McCrossan) may wish to liaise with this task force. **Paul will provide an update on further developments at the next meeting.**

4.3. General Studies Diploma: To afford an opportunity to the members to discuss the rationale supporting the 9 or 15 Credit Cap on Student Development courses with their respective FECs/DECs, it was agreed to defer discussion until the November 16 meeting. Sandra Hochstein asked members to correct page 2 (first sentence) to read " **a minimum of 2 courses from each of the 3 different Faculties**".

4.4. College Matrix Recommendation: Pursuant to the discussion held at the September 98 meeting and the written feedback from Faculties/Departments outlining concerns for the proposed College Matrix Recommendations (as submitted to Council), members, in a "round robin" discussion, while applauding the work completed by the Matrix Committee, further reiterated concerns foreseen in the academic and service sectors in relation to providing services and scheduling and teaching of classes and labs within the proposed matrix/schedule. The proposed Matrix also seemed problematic for students and faculty who must travel between campuses.

Al Atkinson stated that the process was long and arduous and that students' needs were paramount in devising the Matrix. However, he noted that the Matrix Committee will address the problems and concerns discussed and suggestions offered in an effort to come up with an amicable solution prior to submitting the proposal to SMT for approval. It was also suggested that the College might reduce some scheduling difficulties by addressing anomaly of the 60-hour credit course offerings per semester.

5. NEW BUSINESS

5.1. Counselling Report-- Presentation: Martha Entin and Sandi Strate from the Counselling Department outlined the process and purpose of a recent study on professional counselling within the college, university-college and institute system in BC. The report, a summary of which was distributed to members, was initiated at the request of the BC Colleges and Institutes Counsellors' Association (CICA) for the Ministry. Included in the presentation were the roles and responsibilities of counsellors and an outline of various services provided for student success, retention and, subsequently, preparation for employment opportunities. Following a brief discussion and clarification of questions, the following Notice of Motion was presented:

THAT Education Council endorse the study entitled "Professional Counselling in the BC College, University College and Institute System" as presented.

To enable members to discuss the report and obtain feedback from their respective constituencies, Council requested copies of the overheads **which are enclosed with the Minutes. The Notice of Motion will be addressed at the November 16 meeting.**

5.2. Draft Policies: (a) Standards of Student/User Conduct; (b) Standards of Employee Conduct: While explaining the necessity for developing two distinct policies -- one for student conduct, and one for

employee conduct (presented for feedback), Mia Gordon stated that these were originally incorporated into one policy A.10.01.03 (also submitted to Council). She also advised that the policies concerning violence in the workplace and harassment were currently being revised involving both WCB and the College's Health and Safety Committee.

**There was general consensus that Council hold the above two policies and present all four policies -- i.e., Standards of Student/User Conduct, Standards of Employee Conduct, Violence in the Workplace and Harassment (latter two when available) -- to the constituent groups for feedback directly to Mia.** It was suggested that the language on page 2 of the Standards of Student Policy relating to "Responsible Administrator" be clarified.

5.3. Report from the SCOEA Workshop on "Understanding Effectiveness and Accountability": Kim Longmuir, Lawrence Becker, Al Atkinson, Meg Stainsby Mia Gordon and Carole Ebner gave a brief overview of the workshop they recently attended on effectiveness and accountability. Basically, they found the session to be informative, its focus being awareness of mission statement and goals; key performance indicators being used for funding allocation; accountability as market-place driven as well as measured by performance indicators developed by institutes or accrediting bodies. In the context of performance indicators, the Chair apprised members of a proposed KPI forum being planned for the College in the near future. **She also added that should members be interested in reviewing the material from the above session, they were requested to contact her.**

5.4. Representation from DCFA at Education Council Meetings: The Chair reviewed and explained the purpose of the memorandum dated September 21, 1998 from Kevin Barrington-Foote, President of the DCFA, suggesting the DCFA representation on Council and the subsequent memorandum dated October 16, 1998 (following the Chair's attendance to their Executive Council meeting) amending the request to a request for regular receipt of Education Council's agenda package. If necessary, the DCFA might opt to send an observer or visitor

to Council for reasons outlined in the memo. **There was general agreement to forward the Council material to DCFA on a regular basis. It was also agreed that the agenda package be sent to other constituent groups i.e., the BCGEU and DCSS for information.**

5.5. Academic Calendar 1999-2000: There was no discussion on the next year's Academic Calendar; however, the Chair informed members that during her discussion with Trish Angus, Trish requested that faculty members be sensitive to the especially short processing period, and submit student grades for Fall 1999 semester as soon as possible, so that student transcripts can be sent to universities by electronic mail prior to the Christmas break. Sandra Hochstein asked that the Registrar's Office be mindful of not sending transcripts for students whose Library fines are overdue.

5.6. Management Letter to Ministry: Council received a copy of the College's Update Report (Management Letter) on the status of the implementation of Charting a New Course as requested by the Ministry. The President asked that members share the submission with their colleagues and forward feedback to her, especially if they identified omissions from the report.

5.7 Centre(s) 2000 September Report: For information, Council received a copy of the Centre 2000(s) Report dated September, 1998, itemizing all the current contract activities.

## 6. REPORTS

### 6.1. Report from the Chair

The Chair drew members' attention to the CoEdCo surveys on the extent to which Councils are fulfilling their legislated roles and duties.

She also submitted to Council, for information, a copy of the legal interpretation of the by-laws based on the amended College and Institute Act;

A CoEdCo task force is in the process of seeking to define credentials and also to address continuing education non-credit offerings. An exploratory letter addressed to BCCAT, BCRA, the Ministry and other groups aims at inviting consistency throughout the system with regards to defining "certificate" and to noting CE programs on transcripts. Members were also advised that there is a definite move at the provincial level to take all programs through Education Council, including those offered on a cost-recovery or CE basis.

The Chair has copies of the simplified version of Robert's Rules should members be interested in borrowing a copy.

The Chair recommended that Council co-sponsor, with the Board and other interested groups, a workshop with Eli Mina, registered parliamentarian. She will pursue this initiative with the Board.

The "PLAR Project Team" will be attending Council meetings on a regular basis.

#### 6.2. Report from the President:

The College will be recognizing on Friday, October 23, 53 employees with more than 20 years of service and 26 with more than 25 years of service.

A process has been developed for the evaluation of all excluded employees on a three-year cycle. A similar request will be made of the Personnel and Labour Relations Department, to create a consistent format for the evaluation of all probationary faculty.

The Academic plan for TechU has been announced (the Chair has a copy) calling for a number of new undergraduate and graduate degree initiatives over the next five years. TechU will have three Schools: Information Technology, Management and Technology, and Multimedia Studies. College students having completed the first two years will be able to transfer to TechU for degrees. The College will develop strong linkages for students' transferability.

The College hosted a delegation from Shanghai Teachers University recently to develop partnership agreements in TR, Coaching and Sport Sciences programs.

A Partnership agreement has been concluded with the Pinetree Secondary School allowing for two of their Science courses to be held at the David Lam Campus for this academic year only. Funds for these services will be provided by the School.

6.3. Report from the Standing Committee on Educational Policies: For information, Council received minutes of the Committee's September 23, 1998 meeting. Members were reminded to provide feedback to Susan Oesterle on the Program Approval Process policy prior to the Committee's October 28 meeting.

6.4. Report from the Standing Committee on Planning and Priorities: For information, Council received minutes of the Committee's October 9, 1998 meeting. Council's guidance was requested on the process of reviewing plans and membership items. **It was asked that members refer the Terms of Reference to their constituent groups and reflect upon the questions contained in the minutes to help Council to provide guidance to the Committee, as requested. This item will be brought forward on the November 19 agenda.**

6.5. Report from the Standing Committee on Admissions and Language Competency Standards: A written report dated October 2, 1998 from the Committee was submitted to Council for information.

6.6. Report from the Residency Credit Exemption Committee: There was no report.

6.7. Report from the Education Excellence Committee: The Chair drew members' attention to the Notice of Motion submitted at the June meeting. Fran Johnson, Chair of the Committee, attended the meeting. Georgina Ferguson presented and reviewed the revisions to the Roles and Responsibilities, as proposed by the Committee.

**MOVED** by Georgina Ferguson, **SECONDED** by Paul Biscop

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the terms of reference for the Educational Excellence Committee, as revised.**

The Motion was **CARRIED**.

**Georgina noted to provide the revised Terms of Reference to Council. Member will include these Terms of Reference in their orientation binders.**

6.8. Report from the Education Technology Forum: Barbara Allen reported that applications for Innovative Project Proposals were due by November 27. For details, members were requested to see their Deans. Systems and Computing has set up a fire wall for unauthorized users; the College has acquired approximately 60 Pentiums for College use, to be allocated in due course; the Council WebPage is operational. It was suggested to link the WebPage to the College Website with a Council Icon; a list serve will be ready for use soon, for internal Council discussions.

7. NEW BUSINESS -- FOR INFORMATION AND FOR CIRCULATION

7.1. Transfer Credit Assessment at UBC **(B. Cowin)**

7.2. Academic Success at SFU of Douglas College Transfers **(B. Cowin)**

7.3. Provincial Grants To Universities

7.4. Five Year Capital Plan (1999 - 2004)

7.5. Letter from MAETT dated July 20 Re: CIS: Software Development Specialist Advanced Diploma Program.

7.6. Letter from CCTT Re: Learning Outcomes Initiative

7.7. "A Degree of Imagination" (Macleans May 11, 98)

8. ADJOURNMENT: The meeting adjourned at 6:10 p.m.

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