

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, OCTOBER 18, 1999 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

---

1. ROLL CALL

**Members Present:**

Barbara Allen (Vice Chair)  
Janet Allwork (Chair)  
Trish Angus (Non-Voting)  
Michael Blefare  
Ray Chapman  
Christina Gecolea  
Christian Guillou  
Sara Hossack  
Edward Inoue  
Rashida Ismail (Secretary)  
Anna Jajic  
Kim Longmuir  
Wilma Marshall  
Dawn McDonald  
Beverley Miller  
Carole Nelson (Ex-Officio)  
Elliot Fox Povey

David Samuel  
Des Wilson  
Michael Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

T. Farrell  
T. James

**Guests:**

Brad Barber  
David Burgess  
Bob Cowin  
John Fleming  
Joy Holmwood  
Fran Johnson  
Susan Smythe  
Meg Stainsby  
Geraldine Murphy Street

---

The Chair opened the meeting at 4:15. p.m.

2. APPROVAL OF THE AGENDA: The Chair clarified that item 4.5 was for feedback, not Motion for Approval. The Agenda was approved as amended.
3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 20, 1999 MEETING: On page 4, item 5.2. Re: Testing and Research Committee, the Chair clarified that Wilma Marshall is not a member of the Testing and Research Committee; however, she has been invited as Council representative to participate in the drafting of the terms of reference. Michael Wilson wished it to be added to the minutes that as part of her report, the President had noted that no new programs were included in this year's program profile submission and reinforced concerns already expressed that the early submission date of program profile had rendered consultation difficult. The minutes were approved as amended.
4. BUSINESS ARISING
  - 4.1 Unit Review: Pursuant to the discussion held at the last meeting, Bob Cowin further clarified that College-wide generic criteria will be developed for unit

reviews; however, if a department or a unit is experiencing problems, customized criteria will be developed and in-depth reviews will also occur in the spirit of alleviating the problems. Council was assured that its input will be solicited in the unit review process.

**MOVED by Michael Wilson, SECONDED by Dawn McDonald**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve in principle the Report of the Unit Review Task Force dated May 1999, as submitted.**

**The Motion was CARRIED.**

- 4.2. Master Education Plan (MEP): The Chair drew members' attention to the Master Education Plan submitted at the last meeting.

**MOVED by Dawn McDonald, SECONDED by Barbara Allen**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Master Education Plan dated June 1999, as submitted.**

In the ensuing discussion, it was explained that the Master Education Plan was flexible enough to include new program proposals and that the programs listed in the Plan were not in any priority order.

**The Motion was CARRIED.**

The President thanked Meg Stainsby, Dawn McDonald and John McKendry, who served on the Steering Committee, for helping to bring the MEP to fruition.

- 4.3. Draft Approval Process for CE Certificate Programs: At the request of the Chair, and for the benefit of members, Joy Holmwood and Geraldine Murphy Street presented some background information on the Continuing Education Course offerings at Douglas College including both community service courses and programs, and continuing professional education courses or series of courses. Details were also reviewed on delivery methods, funding for such offerings, support services, standards and other budgetary details.

At this point David Samuel joined the meeting.

Issues discussed related to the feasibility of the approval process for CE programs/courses; CE instructors' workload, employment status and evaluation; differentiation in tuition fees, thus creating a two-tiered education system as

Ministry guidelines on tuition fees do not apply to CE course offerings, and the corresponding impact on student accessibility; industry-controlled programs with associated fee payments for employees.

Given that the College is in the process of putting in policy format the approval process for CE programs and courses, the Chair encouraged **members to provide questions/concerns to Joy Holmwood as soon as possible. The Draft Approval Process for CE Certificate Programs will be brought forward to Council for approval at its November meeting.** In the meantime, Council was informed that Geraldine and/or other Community Programmers listed in the presentation, would be pleased to attend FEC meetings to clarify issues.

- 4.4. Educational Excellence Committee Recommendations: The Chair referred to the six Recommendations contained in the Educational Excellence Committee's Report dated April 30, 1999 and presented to Council at the September meeting.

She drew members' attention to Recommendation #1 in relation to the establishment of Six Awards for Educational Excellence.

**MOVED by Michael Wilson, SECONDED by Barbara Allen,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the establishment of Six Awards for Educational Excellence as itemized in the Educational Excellence Committee Report dated April 30, 1999.**

Questions were raised concerning ways to consider contributions of College employees prior to students' enrollment at the College and the definition of student success.

**The Motion was CARRIED.**

The Chair drew members' attention to Recommendation #2 in relation to the retention of the existing Educational Excellence Committee to manage both external and internal awards of excellence, and Recommendation #3 in relation to the adoption of the proposed structure for the Educational Excellence Committee.

**MOVED by Barbara Allen, SECONDED by Bev Miller,**

**BE IT RESOLVED:**

**THAT Education Council approve Recommendations #2 and #3 itemized in the Educational Excellence Committee Report dated April 30, 1999.**

A question was raised concerning secondment of individuals with specific expertise to the proposed committee structure as required. Therefore, a friendly **amendment** to the above motion was presented, with agreement from Barbara Allen and Bev Miller, as follows:

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve Recommendations #2 and #3 as itemized in the Educational Excellence Committee Report dated April 30, 1999, and that individuals with specific expertise be seconded to the committee structure when necessary.**

In response to a question, it was clarified that the Committee will develop a nomination process for the awards of excellence.

**The amended Motion was CARRIED.**

(Des Wilson wished his name recorded as having abstained from voting)

The Chair drew members' attention to Recommendation #5 in relation to the recognition or showcasing of recipients' achievement awards, and Recommendation #6 in relation to celebrations acknowledging the award recipients being linked to existing recognition events at the College.

**MOVED by Dawn McDonald, SECONDED by Kim Longmuir,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve Recommendations #5 and #6 as itemized in the Educational Excellence Committee Report dated April 30, 1999.**

**The Motion was CARRIED.**

The Chair then drew members' attention to Recommendation #4 in relation to the proposed criteria for the awards of excellence and suggested that Council delay voting on this recommendation until November. There was general agreement to **defer this item until November**. In the meantime, the Chair encouraged **members to provide feedback to this recommendation directly to Fran Johnson prior to the November meeting**.

- 4.5. Open House Special Activities Day: The Chair stated that the College's 30<sup>th</sup> Anniversary Steering Committee had requested Council's endorsement of its proposal to replace classes on November 3, 2000 with special activities related to the Open House. Brad Barber informed members that the intent was to free up

faculty and students to participate in this event. **There was general consensus to endorse the proposed Douglas College Open House - Special Activities Day on November 3, 2000.**

At this point Wilma Marshall joined the meeting.

- 4.6. Pan-Canadian Protocol Agreement: At the last meeting, Council received a Notice of Motion for approval of the Pan-Canadian Protocol Agreement developed by the Association of Canadian Community Colleges concerning maximizing the recognition and transfer of learning acquired through formal education, workplace training and work and life experience.

**MOVED by Barbara Allen, SECONDED by Bev Miller,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council endorse the Pan-Canadian Protocol Agreement developed by ACCC dated April 26, 1999 as presented.**

**The Motion was CARRIED.**

- 4.7. Semester -Length Review Task Force: For information, Council received copies of the minutes of the two meetings of the Task Force on Semester Length held on September 2 and 22, 1999. David Samuel, a member of the Task Force, stated that a proposed draft questionnaire has been completed which will be sent out, in the near future, to the College community for feedback. **It was suggested that the question of the duration of semester(s) be discussed at meetings of the Labour Management Resource Committee (LMRC), Douglas College Faculty Association (DCFA) and BC Government Employees Union (BCGEU) in case there were ramifications for Collective Agreements. David was also informed that Patty Lewis in Student Development might express some concerns.**
5. NEW BUSINESS
- 5.1. Letter of Intent: Youth Justice Worker: At the request of the Chair, John Fleming and David Burgess reviewed the Concept Statement and the Letter of Intent for the proposed Youth Justice Worker Program as submitted. The program is intended for implementation in the Fall Semester 2001 with an intake of 30 students every two years, depending on the demand and employability of graduates. It was asked that a Mental Health component be considered once the LOI is supported and approved. The President was pleased to receive the LOI and advised that it will be sent to the Ministry for labour market analysis and viability. Members were also informed that the proposal has been supported by both FECS - - Child, Family and Community Studies and Humanities and Social

Sciences. It was also noted that the program was identified in the Master Education Plan.

The following Notice of Motion was presented:

That Education Council approve the Letter of Intent for the Youth Justice Worker Program for implementation in September, 2001 as presented.

**The Chair requested that members refer the LOI to their constituent groups for feedback, and contact John (5309) and David (5125) should they have questions or concerns. The Notice of Motion for approval of the proposed program will be brought forward at the November meeting.**

The Chair circulated Appendix A of the Letter of Intent for the New Program Approval Process and Appendix B for the New Program Review (Non-Degree) 1997 Format for Full Program Proposal. The Chair explained that Appendix A contains the criteria which Education Council is to consider in evaluating Letters of Intent. These policy documents will be included in the Webpage.

- 5.2. Curriculum Committee Recommendations: The Chair referred to the memorandum from the Curriculum Committee dated October 5, 1999 requesting approval of curriculum guidelines for Cisy 540. She also explained the committee's role in reviewing and recommending curriculum guidelines to Council for approval at its regular meetings. For this reason, motions to approve curricular changes will be regularly short-cycled, unless a member requests the standard two-month cycle for an individual item.

**MOVED by Barbara Allen, SECONDED by Dawn McDonald,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council short-cycle the motion to approve this month's Curriculum Committee recommendations.**

**The Motion was CARRIED.**

**MOVED by Barbara Allen, SECONDED by Michael Wilson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the curriculum guidelines for Cisy 540 as submitted.**

**The Motion was CARRIED.**

- 5.3. General Studies Diploma: At the request of the Chair, Meg Stainsby reviewed her memorandum dated September 29, 1999 concerning General Studies Diploma Revisions and for the benefit of the new members gave a summary of the status of the GSD and its background. She stressed that the credential currently offered remains ill-defined and demands revision. Therefore, the following Notice of Motion was presented:

THAT the General Studies Diploma be awarded to students who, having followed a personal education plan developed in consultation with an academic advisor, successfully complete a **minimum** of 60 credits in a **minimum** of 20 courses, in accordance with the following requirements:

- a **minimum** of one university-transfer English or Communications course;
- a **minimum** of two courses from **each of three** Faculties CFCS, CBA, Ed Services/Student Development, HSc, HSSc, LLPA, Sc. and Tech);
- a **maximum** of 15 credits in any combination of student development courses (defined as Educational Upgrading or College Prep, and listed on pages 65-66 of the 1999/2000 calendar);
- a **maximum** of 15 credits in any **one** subject (defined by four-letter courses abbreviations, such as BIOL, MODL, PHIL, CISY, and excluding those upgrading and preparatory subjects/courses identified immediately above).

The President acknowledged the task undertaken by the past Chair of Council. She felt it was a reasonable approach and encouraged members to give serious consideration to the proposal. **The Chair asked that members refer the notice of motion to their respective constituent groups for feedback. The Notice of Motion will be brought forward at the November meeting for consideration and approval.**

- 5.4. Policy Revision: E02.07.02 Attendance and Performance in Self-Paced Continuous Intake Vocational Program: The Chair reviewed her memorandum dated September 28, 1999 recommending withdrawal of the policy and explained that requirements regarding attendance, and the consequences of failing to comply with them should be articulated in Curriculum Guidelines documents. The following Notice of Motion was presented for consideration at the **November meeting**:

That Education Council withdraw Policy E02.07.02 - - Attendance and Performance in self-Paced continuous Intake Vocational Programs.

**Members were requested to refer the notice of motion to their constituent groups for feedback.**

- 5.5. Policy Retitling: The Chair reviewed her memorandum dated October 1, 1999 recommending modification to some of the Policy titles for ease of reference and asked that this item be short-cycled for approval. It was pointed out that the Committee for Research and Standardized Testing has not met and should the name change pose any problems then Council will address these.

**MOVED by Dawn McDonald, SECONDED by Barbara Allen,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council short cycle the item on Policy Retitling.**

**The Motion was CARRIED.**

**MOVED by Michael Wilson, SECONDED by Elliot Fox Povey,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the Policy Retitling as proposed:**

Standards and Procedures for the Development and Approval of New and Revised College Curricula be changed to *Curriculum Development and Approval*;

Recognition of Prior Learning to become *Prior Learning Assessment and Recognition*;

Conducting Research at Douglas College be changed to *Research Ethics and Practices*;

Using Standardised Tests for Research Purposes be changed to *Standardized Testing for Research Purposes*;

Awarding of College Credentials be changed to *Credentials Awarded at Douglas College*;

New Credit Program Approval Policy be changed to *Program Approval Policy - - New and Revised Credit Programs* (to be followed soon by *Program Approval Policy - - New and Revised Continuing Education Certificate Programs*).

**The Motion was CARRIED.**

- 5.6 KPI Forum — Request for Participation: The Chair invited members to attend the Performance Indicators and Funding Workshop on Wednesday, October 20, 1999

at SFU Harbour Centre, sponsored by the Standing Committee on Evaluation and Accountability (SCOEA). No volunteers were forthcoming.

- 5.7. Task Group on Open Enrolment Admissions - - Education Council Faculty Representation: The Chair advised that the membership lists a number of faculty positions of which Council has been told one may be designated as a member of Education Council. Michael Wilson agreed to represent Council on the Task Group on Open Enrolment Admissions.
- 5.8. 2000-2001 Academic Calendar: The Chair asked members to bring the Academic Calendar for the year 2000-2001 to the attention of their respective constituent groups for **feedback and discussion at the November meeting**.

## 6. REPORTS:

### 6.1. Report from the Chair:

The Chair attended the CoEdCo meeting on October 2, 1999. CoEdCo will now meet twice a year instead of three times, the next meeting being in June. Early submission of the Program Profile data to the Ministry affected other institutions as well. Bill Parker, the Ministry representative to CoEdCo explained the advantages of an early submission to Treasury Board. CoEdCo will send a letter to the Ministry outlining its concerns and encouraging recognition of the time lines necessary to ensure the consultation required by the Act. Other items discussed were KPI's, procedures for handling Letters of Intent, the approval process for CE Programs, Research Ethics policies.

The Standing Committees are in the process of firming up their membership. The Chair will send out a membership list as soon as it is complete.

The by-election for the staff position on Council is underway.

The December Education Council meeting will be held on December 13 (the 2<sup>nd</sup> rather than the 3<sup>rd</sup> Monday of the month); the meeting time will be confirmed later.

### 6.2. Report from the President:

The President's monthly report to the College Board is on Groupwise; efforts are underway at the Administration and Board level to make possible the opening of the David Lam Campus during the summer months. The College needs assurance from the Ministry by November that the money will be available to proceed with the summer operation of DL. The enrollment status at the College is being examined as there is unmet demand in some areas and "soft" enrollment in particular closed programs. A report is being prepared by the Registrar's Office for submission to the Board. A copy will be given to the Chair of Council for Council's information.

- 6.3. Report from the Board Representative :  
Carole Nelson explained briefly the nature of responsibilities between the Board and Council. She is Chair of the Education Committee of the Board and acts as liaison between the Board and Council. At the last meeting, the Committee held some discussion on the approval of an Advanced Diploma Credential. The Board retreat took place on Saturday, October 16, 1999.
- 6.4. Report from the Standing Committee on Educational Policies: A copy of the Minutes of the Committee's meeting held on Wednesday, September 15, 1999 was submitted to Council for information. Council was also informed that the Education Policies are now accessible from the Douglas College Home Page.
- 6.5. Report from the Standing Committee on Planning and Priorities: There was no report.
- 6.6. Report from the Standing Committee on Admissions and Language Competency Standards: There was no report.
- 6.7. Report from the Residency Credit Exemption Committee: There was no report.
- 6.8. Report from the Educational Excellence Committee: Recommendations from the Committee were dealt with under item 4.4. There was no further report.
- 6.9. Report from the Curriculum Committee: A recommendation from the Committee was dealt with under item 5.2. There was no further report.
- 6.10. Report from the Research and Standardized Testing Committee: This Committee has not yet met.
- 6.11. Report from the Education Technology Forum: ETF discussed its terms of reference at the last meeting. Specific discussion of items will be provided at the next meeting.
7. FOR INFORMATION AND CIRCULATION:
  - 7.1. David Lam Campus Update
  - 7.2. Quantum Leap
  - 7.3. Letter from Susan Witter to Robin Ciceri: Update Report on *Charting a New Course*.
  - 7.4. Letter from Susan Witter to Robin Ciceri: Student Demand for Courses
  - 7.5. "Study Says Rigor of High School Course work..."
  - 7.6. "Literature Review About American Community Colleges: Effects on Students"
  - 7.7. Faculty of Science and Technology - Strategic Academic Plan
8. ADJOURNMENT: **MOVED** by Kim Longmuir, **SECONDED** by Barbara Allen; the meeting adjourned at 6:10 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary