

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 16, 2000 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 Belfare
Sandra Boyle (Ex-Officio)
Ray Chapman
Christian Guillou
Edward Inoue
Ted James
Dennis Lancien
Jan Lindsay
Wilma Marshall (arrived at 5:50 p.m.)
Brenda Pickard (Secretary)
David Samuel
Dave Seaweed
Geraldine Street
Susan Smythe (for W. Marshall)
Catherine Willems
Des Wilson
Michael Wilson
Ryan Wray

Regrets:

Terry Farrell
Anna Jajic
Kim Longmuir
Susan Witter (Ex-Officio)

Guests:

Julie Crothers
Alison Gill
John McKendry
Len Millis
Sheila Paige
Geri Paterson
Carole Compton-Smith
Susan Smythe
Tom Whalley

The Chair welcomed Geraldine Street as the new Health Sciences representative and introduced Susan Smythe who would be representing Humanities and Social Sciences until Wilma Marshall's arrival.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 18, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

- 4.1 Scheduling Final Exams: The Chair reminded members of the agreement reached at the last meeting that Option 3 be promoted to constituencies as the least problematic of the options. The Chair indicated that a decision was required at this meeting and invited feedback from members on Option 3.

Although the prospect of Saturday exams was not eagerly embraced and concern was expressed about the time it would take for the necessary labour negotiations to take place, general support was expressed provided that the schedule was publicised long in advance and that students with religious conflicts were accommodated.

It was agreed that Option 2, allowing individual instructors to decide if they wish to schedule final exams in the final week of classes, would create confusion as to when classes end, and be an unfair burden to students who would be studying for final exams and at the same time completing final assignments. It was noted that the semester end dates should be consistent across the open-enrollment Faculties/ Departments if not across the college as a whole.

It was noted that Option 4, altering the semester length for some areas to end before others, would also cause confusion regarding the last day of classes.

In response to a question, the Registrar noted that a vote in favour of Option 3 would be sufficient to meet exam scheduling needs at this time and that consideration of other options could be tabled until it was clear whether Saturday exams would go ahead.

MOVED by J. Lindsay, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council support the full use of both Saturdays in the exam period to schedule exams as indicated in Option 3.

The Motion was CARRIED.

At this point of the meeting, the Chair introduced and welcomed Sandra Boyle as the new Board representative.

- 4.2 Draft Progress Report - Self Study Implementation Plan: A member suggested that more information in the study would be helpful to assess how much progress is being made.

The Chair highlighted item four on page six regarding general language

competency assessments. She also drew members' attention to page eight indicating that the Report of the Unit Review Task Force has been approved in principle and the new unit review system will be implemented in Fall 2000.

It was noted that Education Council's role in the unit review process remains to be clarified.

- 4.3 Policy Revision - Withdrawals Policy: The Chair invited feedback from members regarding the proposed change in the policy to reduce the number of times a student could repeat a course from three to two. She added that it was important to note that students would still be able to request a waiver of the limit from the Registrar.

It was noted that students feel that they may need to make several attempts in order to achieve a good grade to maintain their GPA. The Registrar advised members that the request for waiver required that she meet with the student, consider the students' overall grades and marks, discuss goal-setting and any difficulties the student may be experiencing and, based on that information, either grant the waiver or not. It was felt that requests for waivers would increase under this proposal.

A concern was raised about the impact of this revision on MASTERY model evaluations and about the inconsistency of such a limit with the pedagogical philosophy of MASTERY courses.

MOVED by T. James, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the Withdrawals Policy so that the number of times a student may repeat a course is reduced from three to two with an exemption for MASTERY-evaluated courses.

The Motion was CARRIED.

- 4.4 Proposed Revisions to Board Policy: No suggestions were forthcoming. The Chair noted that she has forwarded minor comments regarding the changes to the Board Chair.
- 4.5 Admission Requirements for Open Enrollment Programs: The Chair referred to

the memo contained in the package and advised members that the sub-committee is informally seeking feedback from the open-enrollment FECS and others to a tentative proposal.

- 4.6 Task Group on Open Enrollment Admissions: The Chair reported that a final report is being prepared and will be submitted to SMT when ready.

5. NEW BUSINESS:

- 5.1 Joint Certificate - Douglas College (DC) and Northern Lights College (NLC): The Chair drew members' attention to the memo contained in the package indicating that this item had come to Council's last meeting for information. She noted that before approving the credential, the Board requested that both the Commerce and Business Administration FEC and Education Council approve the contents of the credential.

The Chair welcomed Julie Crothers and Sheila Paige to speak to the item, and Len Millis (Board member) to address concerns which had been voiced at the Board meeting.

Julie Crothers gave a brief history of how the joint certificate between NLC and DC was developed. She clarified that NLC will offer the applied business technology courses and Douglas will offer the legal courses in the certificate.

In response to a question, it was clarified that students are registered as Douglas College students and the FTEs are registered as such. This response clarified resource concerns.

Julie advised members that NLC's admission standards and grading are consistent with DC's. It was noted that all assignments and exams in the DC component are marked by DC faculty. It was agreed that the credibility and prestige of Douglas would only be sustained as long as the highest standards were maintained.

With respect to the residency issue, it was noted that the legal component probably did not constitute 50% of the credential. Issues related to residency requirements in joint credentials need further consideration.

It was suggested that the *Terms for Affiliation Policy* (in process) should address many of the issues that have arisen from partnership agreements, their value to

our institution and to the system of which it is a part.

ACTION: Please take this to your constituencies, forward specific questions/concerns to Julie Crothers directly (local 5445) prior to the November meeting, and bring general feedback to the November meeting.

- 5.2 Shanghai Teachers University (STU)/Douglas College (DC) Joint Program:
Des Wilson gave a brief overview of the joint agreement with STU. He introduced Geri Paterson and Alison Gill who have been involved with the Joint Program.

A concern was raised about providing instructors who go abroad for extended periods of time with laptops, video cameras and other equipment as resources in the library are limited.

Other concerns regarding language competency requirements, cheating, absenteeism, grading standards and evaluation of student performance were raised.

With respect to language competency, Des informed members that students take the equivalent of 16 credits of English but noted that standards may not meet the CMNS 115 or English 130 equivalent required of students who take the credential here. He added that translators are used in classes in Shanghai.

Des advised members that students are required to sign an agreement indicating they understand the policies on cheating, plagiarism and absenteeism.

It was agreed that Trish, Des and Janet would meet to address possible inconsistencies in the language competency requirement of the program.

- 5.3 College-Wide P.D. Day in Fall, 2001: The Chair referred to the memo in the package containing the request for Council to consider setting aside one non-teaching day in the Fall 2001 semester as a College-Wide P.D. Day and invited Tom Whalley and Susan Smythe to speak to the issue.

Tom gave a brief history of the informal discussions that have taken place cross-college for a number of years. He advised members that the College-Wide Faculty Development Committee and Douglas Development are requesting feedback/suggestions from the College community.

Problems were noted with the particular dates suggested i.e., mid-term exams, Provincial Teachers P.D. Day, Monday statutory holiday issues etc. Susan Smythe indicated that the dates could be changed to address such issues.

A concern was expressed that some faculty might choose to use the day to mark rather than participate in College-wide P.D.

The issue of whether or not this would be an additional P.D. Day for staff was raised. D. Seaweed alerted Tom and Susan that the BCGEU P.D. Committee is restricted by Personnel as to what constitutes P.D. activities and what does not.

ACTION: Please take this back to your constituencies for feedback at next month's meeting.

5.4 2001/2002 Academic Calendar: T. Angus cautioned that the 2001/2002 Academic Calendar is for feedback only and not to be used for planning purposes.

ACTION: Please bring feedback to the November meeting.

5.5 Computer Information Systems Program Changes: B. Allen outlined the proposed program changes.

ACTION: The Chair asked members to take this to their constituencies for feedback. Council will vote on this at next month's meeting.

5.6 Proposed Terms of Reference: Research and Ethics Review Committee: Ted James distributed copies of the Tri-Council Policy Statement to members. He advised members that the Committee is asking Council to consider changing the name of the current Douglas College Research and Testing Committee to the Douglas College Research and Ethics Review Committee and that the Committee be governed by the proposed new Terms of Reference. Ted gave a brief report on the challenges the Committee has encountered to-date.

ACTION: Please take this back to your areas and provide detailed feedback directly to Ted James (local 5321) before the November meeting.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the updated Standing Committee Membership list was in the package.

She noted that the Values display is now up in the concourse and urged members to participate and to encourage those in their areas to participate.

The Chair asked members to take particular note of item 7.1 Appendix B Section

2 of the Management Letter which outlines the priorities for program growth, regional directions and plans for new degree, diploma and certificate programs at Douglas College. **ACTION:** She noted that members may wish to share this information with their constituents.

The Chair reminded members that a meeting to share planning and consultation concerns with Penny Swanson who will be representing Council's interests at TPMC educational technology planning meetings is scheduled for Wednesday, October 18th in room 1711 at 4:15 p.m.

ACTION: The Chair reminded members to forward written feedback to the Secretary about the Residency Credit options for inclusion in the November package. **Deadline is November 7th.**

ACTION: The Chair asked for volunteers to test the Course Outline Template. M. Belfare, R. Chapman and B. Allen agreed to join J. Allwork to test the template.

6.2 Report from the President
There was no report.

6.3 Report from the Board
There was no report.

6.4 Report from the Standing Committee on Educational Policies
There was no report.

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
There was no report.

6.9 Report from the Curriculum Committee
There was no report.

6.10 Report from the Research and Standardized Testing Committee

There was no report.

6.11 Report from the Education Technology Forum

There was no report.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 2000/2001 Management Letter Update

7.2 Agreement between Douglas College and Kitakyushu University

7.3 2001/2002 Program Profile Submission

8. ADJOURNMENT Moved by C. Willems, Seconded by B. Allen, the meeting adjourned at 6:15 p.m.

_____ Chair

_____ Secretary