

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, OCTOBER 15, 2001 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork (Chair)

Trish Angus (Non-Voting)

Sandra Boyle (Ex-Officio)

Laura Byrne

Ray Chapman

Edward Inoue

Ted James

Jan Lindsay

Wilma Marshall

Susan Meshwork

Leon Morel

Elsie Neufeld

Arlene Patko

Brenda Pickard (Secretary)

Graham Rodwell

Geraldine Street

Penny Swanson

Carly Turner

Wendy Wheeler

Des Wilson

Susan Witter (Ex-Officio)

Ryan Wray

Regrets:

Shaun Tyakoff

Absent:

Kim Longmuir

Guests:

John McKendry

Katherine Zmetana

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

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 17, 2001 MEETING
(circulated) The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Draft policy: *Educational Affiliations*: The Chair reminded members that the Affiliations policy came to Council at its June meeting for preliminary response and was presented as a Notice of Motion for approval in September. She asked members for responses from their constituent groups to the revised version in the package. Members indicated they were comfortable with the revised version.

J. Allwork advised members that the faculty of Language, Literature and Performing Arts suggested adding “between institutions” in the second bullet under the Policy Statement. Their rationale was that many scholarly agreements take place at the Faculty level and do not have institution-wide implications. This suggested revision was not supported.

MOVED by S. Meshwork, SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Educational Affiliations policy as submitted.

The Motion was CARRIED.

This policy will become effective immediately.

- 4.2 Research Ethics Board (REB): Membership: In response to a call for nominations for Faculty representation on the REB, the Chair advised members that the following names had come forward: Brenda Welock - CBA; Diana Wegner - LLPA or (as an alternate) Phil George - LLPA; Deborah Wolinsky - LLPA; Rob McGregor, Sci. & Tech; and, Bruce Landon - H&SS. She added that Susan Meshwork had expressed a willingness to be the Council representative. The Chair drew members’ attention to the membership section of the Terms of Reference indicating the REB would require two Faculty with expertise in research methods, one with expertise in research ethics, one with expertise in the relevant law for biomedical research, and one current member of Education Council. It had also been suggested, for the purpose of continuity, that the REB consist of a member who was on the previous Research and Standardized Testing Committee. The Chair noted that of the nominees received, none had expertise in the relevant law. In response T. James indicated that the REB would seek a suitable candidate, adding that an external person might be found with expertise in the relevant law.

Discussion ensued as to how Council should select the members of the REB as there were more names put forward than available positions. T. James suggested three options: develop a small selection committee of Education Council members who would review the nominee submissions and report their recommendations to Council; expand the number of allowable seats for Faculty so as to include all names brought forward; or, invite nominees to a future Council meeting to make a brief presentation sharing their background and expertise.

Members agreed that, with the approval of SMT, the REB should vary its Terms

of Reference this first time around to expand Faculty representation to include all submitted names.

MOVED by T. James, SECONDED by C. Turner,

BE IT AND IT WAS RESOLVED:

THAT Education Council accept the slate of nominations submitted by the Faculty Education Committees and continue to seek an additional member who has expertise in the relevant law. This additional seat may be occupied by an external member or by inviting such a person as a guest on an as-needed basis.

The Motion was CARRIED.

- 4.3 On-line Learning: The Chair advised members that the re-drafted memo addressed to FECs/DECs was in the package as requested. She asked that the process now begin with thoughtful discussions at the FEC/DEC level, carrying on from there to the Ed. Apps. Standing Committee. The Chair added that John McKendry, Keith Ellis and Al Atkinson have reviewed the memo and support the process as outlined.

In response to a question, John McKendry advised members that discussions are under way at VPAC to invite a faculty member from the Learning Resources area to the Ed. Apps. Standing Committee.

ACTION Please take this to your FECs/DECs for action, noting the suggested timelines on the memo.

- 4.4 Policy revisions: Admission; Prior Learning, Assessment and Recognition; Credentials Awarded at Douglas College: The Chair suggested that Council address the three policies individually.

Admission

The Chair advised members that reference to Transfer Credit, Advanced Placement or International Baccalaureate, and Advanced Standing are now in the Admission policy.

On behalf of the Faculty of Language, Literature and Performing Arts, J. Allwork brought forward a suggested change to the "Advanced Standing" section to replace the word "experience" with "learning".

MOVED by R. Chapman, SECONDED by L. Morel,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the Admission policy including the amendment to change the word “experience” to “learning” in the “Advanced Standing” section of the policy.

The Motion was CARRIED.

Prior Learning Assessment and Recognition

J. Allwork offered suggested changes to the sentence under “Process” - point two: “Portfolio-Assisted Assessment: assessment of a **written or audio visual file or** folder of information that systematically documents and provides evidence of an individual’s learning **experiences** and accomplishments in relation to the course objectives/learning outcomes for a course **or** program **or graduate profile.**” These suggestions were not accepted.

T. Angus noted that, according to Provincial requirements for tracking purposes, her office is required to keep separate records of students who obtain credit through the PLA process. She expressed concern as to who would notify her if and when this procedure changed.

MOVED by S. Meshwork, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Prior Learning Assessment and Recognition policy as submitted.

The Motion was CARRIED.

Credentials

Discussion focused on the proposed reduction of the residency requirement from 50% to 25%. Two FECs, Student Services and Child, Family and Community Studies, indicated their support of 25%. Commerce and Business Administration, Science and Technology and Language, Literature and Performing Arts voiced strong support for staying at 50%. Humanities and Social Sciences were generally in support of the 50% requirement. Health Sciences had not been able to consider the issue.

Ensuing discussion focused on the following:

- does a 25% residency requirement minimize the

- importance/significance of a Douglas College the credential?
What does/should a Douglas College credential stand for?
- does the policy define PLA credit as resident credit? If so, how can this credit logically be limited to 75% when other resident credit is not so limited?
 - is distance education considered resident credit?
 - will a 25% requirement affect existing/future articulation/affiliation agreements?
 - through what process will exemptions be granted?

In order to allow time for further consideration it was:

MOVED by G. Street, SECONDED by C. Turner,

BE IT AND IT WAS RESOLVED:

THAT Education Council defer approving the *Credentials* policy until the November meeting.

The Motion was CARRIED.

ACTION Please discuss this policy further with your FECs/DECs and other constituency groups if appropriate.

- 4.5 Commerce and Business Administration Diploma - UT Honours: Referring to the memo in the package, the Chair reminded members that the previous Council had approved the CBA Diploma - UT Honours at June's meeting. She added that subsequent to Council's meeting, the Board voted against establishing the credential.

Sandra Boyle advised members that the Board had serious concerns about the program, suggesting it goes against College Values in that equity of opportunity and equity of access are limited. She also noted concern about access for part-time students.

Ensuing discussion focused on whether the approved curriculum could be offered without the credential having been approved. S. Witter advised members that it was Council's responsibility to approve the curriculum and the Board's responsibility to approve the credential. The revised curriculum could be offered with the existing credential. She added that it may be useful for the College to develop clear guidelines and set criteria for the establishment of credentials, including the "honours" designation if this is likely to come forward again.

- 4.6 Curriculum Committee Recommendations: The Chair advised members that Shaun Tyakoff has taken leave for a month. She added that Ray Chapman has agreed to work with Amanda Hardman to review submitted curriculum guidelines

in Shaun's absence.

R. Chapman reported that the Committee reviewed seventeen curriculum guidelines. He added that all steps in the development and approval of new courses, as well as in the deletion of or major revisions to existing courses have been followed.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.

MOVED by D. Wilson, SECONDED by W. Marshall,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for HISP 120, HISP 170, HISP 220, HISP 270, HISP 275, HISP 320, HISP 330, HISP 370, HISP 420, HISP 430, HISP470, HISP 520, HISP 575, DVST 310, DVST 411, ANTH 200 and ANTH 212.

The Motion was CARRIED.

The Registrar noted that confusion still exists in some areas about bringing revised curriculum guidelines to Education Council.

ACTION

It was suggested that members take to their FECs/DECs a copy of the *Curriculum Development and Approval* policy highlighting the process for submitting new and revised curriculum guidelines.

- 4.7 Admission and Language Competency Committee Recommendations: T. Angus reported that the Committee had nothing to bring forward at this time.

5. NEW BUSINESS

- 5.1 Policy Review Schedule: The Chair referred to the document in the package outlining the four year review cycle of Educational Policies. She highlighted the four policies scheduled for review in 2001 as well as the two Research policies not reviewed last year. She noted that the REB, in conjunction with a liaison member from the Policy Committee, will review the two Research policies. She added that Ray and the Curriculum Committee have agreed to take a preliminary look at the Curriculum policy before it is sent out to constituent groups for feedback.
- 5.2 Core Services Review: S. Witter advised members that she forwarded (to the College community) the College's response to the Ministry last week. She added

that responses from all institutions have been received by the Ministry and she expects a reply from the Ministry within six to eight weeks.

6. REPORTS

6.1 Report from the Chair

The Chair reported that, as a result of discussions at the terms of reference meeting in May, a memo was distributed to FECs/DECs and attached to September's Minutes for Education Council members' information, outlining the relationship between Education Council and FECs/DECs. In response to several questions that have arisen, the Chair advised members that it would be helpful for them to attend the portion of their FEC/DEC meeting that includes any information/action coming from or headed to Council, including all discussions of new programs/program revisions/ new or revised curriculum guidelines. She added this may help provide clarity of process, timelines, sub-committee involvement etcetera.

The Chair advised member that she will be following up on Standing Committee memberships in the next few weeks.

The Chair advised members about one of the issues that arose from the deliberations of the Board regarding the CBA - UT Honours program - that of abstentions. She referred to Robert's Rules of Order where it states "In all methods of voting, abstentions are not counted. Only the number of votes cast is counted in determining a majority or two-thirds vote unless a special rule is stated in the bylaws". She advised member that at June's meeting a number of members were absent; thus, the vote for approval was ultimately carried by eight members with six abstentions. The Chair clarified that in instances of conflict of interest, abstentions are appropriate. She further clarified that if members are undecided, unfamiliar with the material or unsure of the right decision it would be much better to ask for more time and opportunity for consultation rather than opt out of voting.

The Chair advised members that she recently attended a COEDCO meeting in which the Education Council Chairs reviewed various responses by institutions to the Core Services Review.

6.2 Report from the President

The President reported that Board members would be meeting with several new Liberal MLAs on Thursday. The President added that she and the Board Chair will be giving a brief PowerPoint presentation.

The President reported that this was the first time in her experience in the post-secondary system that the Ministry has not requested colleges to provide program

profiles. She added that there would be no new FTEs, rather possible re-allocations of exiting FTEs.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary advised members that the Minutes of the last meeting were sent in hard-copy form due to the additional attachments. She added that October's Minutes would be emailed.

The Secretary reminded members that if they have not received their Agenda packages the Wednesday prior to the Monday meeting to contact her at that time and not leave it until the day of the meeting.

6.5 Report from the Standing Committee on Educational Policies

Notes of the September 24th, 2001 meeting were included in the package.

6.6 Report from the Standing Committee on Planning and Priorities

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 Residency Credit Exemption Committee

There was no report.

6.9 Report from the Educational Excellence Committee

There was no report.

6.10 Report from the Curriculum Committee

There was no report.

6.11 Report from the Research Ethics Board

There was no report.

6.12 Report from the Education Technology Forum

The Agenda for the October 10th, 2001 meeting was included in the package.

6.13 Report from the International Educational Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation

- 7.1 Further Education of Former Arts and Sciences Students
 - 7.2 Summer Survey of David Lam Campus Students
 - 7.3 Work Satisfaction and Workplace Relationships Survey
 - 7.4 Leadership Abstracts: An Open Door to the Bachelor's Degree
 - 7.5 "B.C. squanders opportunities for its university colleges" (Vancouver Sun, Monday September 3, 2001)
 - 7.6 2000 BC College & Institute Student Outcomes: The Highlights
 - 7.7 Ministry backgrounder: New Era Priorities
8. ADJOURNMENT : Moved by L. Morel, Seconded by C. Turner, the meeting adjourned at 6:20 p.m.

_____ Chair

_____ Secretary