

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 21, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Hudson Andrews
Trish Angus (Non-Voting)
Marilyn Brulhart
Laura Byrne
Ray Chapman
Ted James
Ann Kitching (Ex-Officio)
Joel Koette
Jan Lindsay
Kim Longmuir
Wilma Marshall
Susan Meshwork (Vice Chair)
Elsie Neufeld
Michael Ouellet
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Penny Swanson (Chair)
Trevor Tombe
Wendy Wheeler
Des Wilson
Susan Witter

Regrets:

Carey Vivian

Absent:

Melissa teBoekhorst

Guests:

Pam Burry
Julie Crothers
Norma Goldie
Joy Holmwood
Yasmin Irani
Fran Johnson
Jennifer Kirkey
John McKendry
Linda Pickthall
Kate Sangha (for Carey Vivian)
Jim Sator
Susan Smythe

The Chair welcomed Marilyn Brulhart as the new Faculty Member At Large.

2. APPROVAL OF THE AGENDA The Chair asked members to approve a fluid Agenda to accommodate the guests. The Agenda was approved.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2002 MEETING J. Koette advised that his comments on page four should have read “it is more difficult for students learning on-line than those who learn in the classroom”. He added that it is important for students be involved in on-line related discussions.
4. BUSINESS ARISING FROM THE MINUTES
 - 4.1 2002 - 2003 Budget Guidelines: The President reminded members that, as a result of a block grant from the Ministry for a period of three years, an extensive review of the budget guidelines occurred last year. She noted that the College Board approved the guidelines last March. She was not expecting any major changes to the guidelines.

ACTION Please take this to your constituencies for feedback. Please forward any feedback to the Chair via email before the November meeting.

- 4.2 Policy on Planned Change: The Chair advised members that the policy has been revised with more specifics added in the hopes of addressing some of the problems experienced last year regarding program closures. She added that the revisions are bolded. She added that this is a Board policy; however, this is one of the areas where the Board seeks advice from Council.

W. Wheeler suggested that on page two, first paragraph under the first bullet, second sentence, include the statement “*will provide details of any transition plan*”.

In response to a question regarding student input, it was noted that students are consulted through variety of ways at the College i.e., representation on both governing bodies of the College, participation at SMT meetings and participation at College wide forums.

J. McKendry added there is a constant level of consultation with the students. He added that Faculties, Disciplines and Deans are also responsible for advising students of any possible changes that may occur.

ACTION Please forward any feedback via email to the Chair before next month’s meeting.

- 4.3 Education Council Goals: The Chair advised members that she has incorporated the suggested revisions to the goals and asked for Council’s approval to adopt these goals for the upcoming year.

J. Lindsay noted that Goal 5 should read “Participate in the revision of the Planned Change *Policy*”.

MOVED by S. Meshwork, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council adopt the goals as revised.

The Motion was CARRIED.

- 4.4 Interim Strategic Plan: The President advised members that the overarching strategy of the Plan is to keep as many options open as possible. She added that this will allow the College to reposition itself, quickly adapting to the changing external environment. She noted that she would like to focus on five or six directions this year. She added that the 1997 Strategic Directions Plan contained many directions, several of which were not implemented due to funding constraints.

The President noted that the documents in the package are working documents and asked members to take both the “Interim Strategic Plan” and “Analysis of External Environment” to their constituency groups for feedback.

ACTION Please send written feedback directly to the Chair via email. She will in turn forward comments to the President and the Board.

- 4.5 Committee Appointments: The Chair advised members that Laura Byrne has agreed to sit on the Educational Excellence Committee.
- 4.6 Applied Degree Standards Committee: H. Andrews advised members that the Committee has not met. He noted that the Committee would be following the progress of the Provincial Group. He added that Applied Degree Standards Committee may, in the interim, research applied degrees as applied elsewhere. He noted that Graham Rodwell and Laura Byrne have agreed to join the Committee.
- 4.7 Student Success Task Force: T. James advised members that the Task Force is reviewing the Terms of Reference and concept framework. He noted that the Task Force will adopt a flow through process of examining student success from

admission through to graduation. He added that at the last meeting the Task Force had begun to discuss admission criteria and whether or not the criteria should be standardized throughout the College. He noted the Task Force would be looking at possible changes to the registration process.

On a related topic, John McKendry alerted members about the issue that came up last year regarding the proposed honours designation to a Business program. He advised members that the exit requirement from the College program was 3.3 but noted that the entrance requirement at SFU was 3.5.

In response to a question, T. James advised members that the appropriate process for general feedback from FECs/DECs would be through their Faculty representative on Council.

In addition, there will be a College Wide forum on this Task Force and on the FTE Task Force on November 27th, 2002.

- 4.8 Curriculum Committee Recommendations: The Chair advised members that the Curriculum Committee reviewed fifty two curriculum guidelines. She noted 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.

R. Chapman clarified that, in the memo, the new course in YJWD should read "YJWD 220" not YJWD 200.

It was noted that this Committee is still requires a Chair. If you are interested, please forward your name to P. Swanson.

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

MOVED by K. Longmuir, SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for GEOG 100, GEOG 130, GEOG 170, GEOG 190,

GEOG 210, GEOG 212, GEOG 213, GEOG 220, GEOG 230, CCSD 140, CSWK 150, CSWK 230, CSWK 250, CSWK 270, CSWK 334, CSWK 340, CSWK 350, CSWK 370, CSWK 380, CSWK 420, CSWK 440, CSWK 460, CCSD 150, CCSD 240, CCSD 250, CCSD 270, CCSD 340, CCSD 350, CCSD 370, CCSD 380, CCSD 420, CCSD 440, CCSD 460, CYCC 200, YJWD 220, ENGL 101, ENGL 102, ENGL 106, ENGL 107, ENGL 109, ENGL 112, ENGL 114, ENGL 130, ENGL 151, ENGL 200, ENGL 310, ENGL 313, ENGL 314, ENGL 316, ENGL 317 and ENGL 319.

The Motion was CARRIED.

- 4.8 a) Revise Curriculum Guidelines to reflect the change in semester length from 14 to 13.5: The Chair advised members that many of the current Curriculum Guidelines have 14 weeks as the length of the course. She noted that last year SMT decided that 'regular' courses will run 13.5 weeks. She added that John McKendry had advised her that the current length (13.5 weeks) may be subject to revision. The Chair advised members that one suggestion was to place a note on the web site explaining that all 14 week courses are now 13.5 weeks.

The following points were discussed:

- the web site note may be confusing as not all courses have changed to 13.5 weeks;
- some members were not aware that the plan was transitional or would be re-examined;
- a clarification was made that, for operational purposes, courses are still considered 14 week offerings that include teaching, evaluating and examinations;
- some evening classes only have 3 contact hours per week;
- if courses commence on a Friday then the actual semester length may only be 12 weeks and, if courses commence on a Monday or Tuesday the length may be 14 weeks;

In response to a question, T. Angus advised members that a survey was taken comparing contact hours at various institutions. She noted that Douglas has the highest contact hours per student.

It was agreed to leave the current wording on the Curriculum Guidelines.

- 4.9 Admission and Language Competency Committee Recommendations: In response to a question, members were advised that the requirement for students to be 19 years of age before attending a practicum site was an unnecessary barrier for the Classroom and Community Support program. It was added that the sites themselves do not have 19 years of age as a legal requirement.

There was unanimous consent to short-cycle the Motion to approve the submissions from the Standing Committee on Admissions and Language Competency Standards.

MOVED by J. Lindsay, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve (a) elimination of the language competency requirement for ASL Instructors and (b) eliminate the requirement for applicants to be 19 years of age for admission to the Classroom and Community Support program.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 OADM Restructuring Proposal: The Chair introduced Jim Sator and Julie Crothers to speak to this item.

Julie Crothers advised members that the proposed restructuring of the OADM program is based on a 16 section reduction in the operating budget of the Commerce and Business Administration department. She added that the proposal includes a reduction from 36 to 30 credits for the Financial Certificate; Administrative Assistant Certificate; Legal Secretary Certificate; and Medical Office Assistant Certificate programs. She noted that courses consisting of 1 and 2 credits will be restructured into 3-credit courses. Jim Sator added that this is an attempt to address cost structures, enrollment attrition rate and overall productivity.

In response to a question, Julie advised members that full time students will now be able to start programs in both the Fall and Winter semesters.

The Chair reminded members that this is a Notice of Motion and will come to the November meeting for approval.

ACTION Please take this to your constituency groups for feedback at the November 18th, 2002 meeting.

- 5.2 Orientation to General Nursing: From diploma to degree, the transitional steps and timeframe (January, 2003 - April, 2005): The Chair advised members that this item was placed on the Agenda, for information, as a result of discussions at the last meeting. The Chair then introduced Joy Holmwood, Pam Burry and Norma Goldie to speak to this item.

Joy Holmwood advised members that by 2005 all nurses entering practice across

Canada must graduate with a baccalaureate degree. She noted that all students currently in the Nursing program can choose the diploma exit option; however, all students entering the program as of January 2003 will be required to complete a degree.

Joy advised members that students currently transfer to either the University of Victoria or Kwantlen University College to complete their degree. She noted that Douglas College has one of the largest and oldest nursing programs in British Columbia, is highly respected and has excellent faculty and staff. She added that the curriculum for all eight semesters has already been developed which places the College in excellent position to offer the degree.

In response to a question, Joy advised members that, as a result of the Government's New Era commitments, new FTE is being put into the system to increase the number of nursing seats in the province.

Joy noted that she did not expect any major expenditures. She noted though that, in order to offer the degree, seventeen new faculty will need to be hired. Other resources would include added classroom space.

It was noted that all nursing students were advised in September that the College would discontinue offering the diploma in the year 2005.

- 5.3 College Wide P.D. Day: Susan Smythe reminded members that Education Council voted to establish a Douglas College Professional Development Day for two consecutive years with the option of continuing the practice beyond that time. She noted last February was the first P.D. Day and was extremely successful. She added that the second event is planned for February 12th, 2003 with Maude Barlow and Ray Ivany as the keynote speakers. She noted that the College Wide Faculty Development Committee requests that Council approve in principle a request for one non-teaching day in February, 2005 and every two years thereafter.

It was noted that the February 11, 2004 date in the "DEADLINES AND DATES" document submitted to Education Council from the Office of the Registrar will need to be deleted as the next P.D. Day after 2003 will take place in 2005.

There was unanimous consent to short-cycle the Motion.

MOVED by K. Longmuir, SECONDED by D. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve in principle a request for one non-teaching day in February 2005 and every two years thereafter for Douglas College Professional Development Days.

The Motion was CARRIED.

- 5.4 Program proposals: The Chair advised members that the program proposal process has been changed for non-degree programs, and is in the process of changing for degree programs. She noted that what used to be called the New Program Review Process is now being changed to the On-line Non-degree Program Review Process. She added that it applies to non-degree credit programs, except certificates that do not ladder to diplomas.

The Chair added that the Ministry will no longer make the final decision on new program approval. She noted that decision will be left to individual College Boards after the peer review process via the web site and listserve. She noted that the Ministry has a monitoring process in place.

The Chair added that program proposals will go through the College's internal process, but the Ministry guidelines are clear that Education Council's do not have to be consulted before the proposal goes to peer review. She added that members of CoEdCo were quite concerned with this wording change. The Chair was hopeful that Douglas College would continue with its current consultation procedure.

ACTION **Please forward this information to your FEC/DEC Chairs and Co-ordinators.**

6. REPORTS

6.1 Report from the Chair

The Chair reported that she will be attending a meeting of CoEdCo November 1st and 2nd.

The Chair noted that she was in the process of setting up a meeting with the Educational Policy Committee as there is much work to do with the changes to the program approval process.

The Chair reminded members that, as Chair of Council, she will be responding to the Strategic Plan at the Forum on October 23.

6.2 Report from the President

The President advised members that her President's Report was distributed via email to all on October 21st.

The President reminded members that the Educational Excellence awards, long service awards and a retirement dinner reception will be held on October 25th.

In response to a question, the President advised members that she was not aware

of a “rumor” that any program with attrition rates higher than 25% will be put on notice that they will be under review and subject to cancellation. She added that the Enrollment Management Committee is reviewing attrition rates, but no specific percentage has been discussed. Departments will be consulted to determine why attrition rates are as they are, but programs are not necessarily being put on notice or slated for cancellation.

The President reminded members that the Board will next meet on October 24th and will have a presentation from Trish Angus and Karen Maynes on this topic. She added that all Board meetings are open to the College community.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary advised members that a revised Membership list was in the package for information. **(Subsequent to the meeting, Wendy Wheeler advised the Secretary of her new local - 5512, pls. make note of this on your Membership list.)**

6.5 Report from the Standing Committee on Educational Policies

There was no report.

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 the Educational Excellence Committee

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research Ethics Board (REB)

S. Meshwork advised members that the REB has reviewed three proposals, one of which was sent back and two were approved with minor revisions. She added the REB is considering withdrawing the *Standardized Testing for Research Purposes* policy. She noted that the REB is reviewing its membership. She added that the REB is hoping to find a faculty member with expertise in research methodology and asked Council members to forward potential names to her.

ACTION

- 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 Summary of BC College System Performance

- 8. ADJOURNMENT Moved by R. Chapman, Seconded by S. Meshwork, the Meeting adjourned at 6:10 p.m.

_____ Chair _____ Secretary