

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, OCTOBER 18TH, 2004 AT 4:15 IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Al Atkinson (A/President)
Kevin Barrington-Foote
Marilyn Brulhart
Laura Byrne (Vice-Chair)
Colin Campbell
Diana Christie
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Ted James
Elsie Neufeld
Susan Meshwork (Chair)
Jan Lindsay
Brenda Pickard (Secretary)
Graham Rodwell
Khai Rosli
Janice Spencer
Peter Tong

Regrets:

Anna Jajic
Ann Kitching (Ex-Officio)
Arlene Patko
Susan Witter (Ex-Officio)

Absent:

Joel Koette
Jeremy Gervan

Guests:

Roberta Bend
Mark Elliott
Joy Holmwood
Yasmin Irani
Blaine Jensen
Jacqollyne Keath
Laurie Kenward
Suzanne Miles

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to move items 5.1, 5.2 and 5.3 to the top of the Agenda. The Chair advised members that item 4.2 is deferred to the November meeting. The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 20TH, 2004 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Private Course Credit Articulation Agreements: K. Barrington-Foote expressed a concern from his Faculty regarding the high number of transfer courses coming from private institutions.

MOVED by R. Coulson, SECONDED by P. Tong,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the articulation agreements with the Canadian Tourism College and the Vancouver Premiere College.

The Motion was CARRIED.

- 4.2 Educational Policy topics: Priority Registration and Course Outlines: This item was deferred to the next meeting.
- 4.3 Academic Plan - Signature and Foundation Experience: The Chair reminded members that it is within Education Councils' mandate to provide advice to the Board regarding the Academic Plan. (A response from Learning Resources was available at the side table.)
- It was suggested that Information Literacy be included as a core competency in the Plan.
 - It was suggested that information gathered from former students surveys could be used to determine what we are and what we are not doing well.
 - It was suggested that the section on the role of the College in the community could be fleshed out more i.e., teaching students to become socially responsible citizens etc.
 - A comment from an EASL Faculty members was the Plan is very positive; however, the piece on student competition does not seem to fit her discipline.
 - Members liked the concept of core competencies.
 - It was unclear as to how Douglas will be unique or distinctive from other colleges or other institutions in terms of a signature.
 - We need to create some kind of unique experience at Douglas prior to marketing it.
 - It was noted that many closed enrolment programs have something similar to a foundation semester built into the curriculum. So the next question naturally is will all students be required to take a foundation semester?
 - There was general agreement regarding the issue of coordinated assessments.
 - It was noted that the coordination of advising and assessment services

- would not necessarily be physically centralized.
- It was noted that it is difficult to understand what the Plan will look like when we are dealing with principles only at this time.
 - It was noted that the implementation of a foundation experience could utilize a great deal of resources and time.
 - It was noted that discussion regarding other issues arising from the Plan could be housed in a “parking lot” so they do not get lost. It was advised that Brenda Pickard is assisting Al Atkinson with taking notes of all Faculty meetings and College-wide Forums and at the end of the informal and formal consultation processes, issues related to implementation will be addressed.
 - A comment from the EASL Department was that it would be beneficial for International students to be involved in a Foundation Semester.

ACTION Please take this to your constituency groups for feedback at the next meeting.

- 4.4 Applied Degree Standards Committee: L. Byrne advised members that the Committee has established Terms of Reference and is reviewing government criteria for applied degrees. The Committee, she added, will review processes for consultation.
- 4.5 Admission and Language Competency Committee: T. Angus asked members to remove item 4 “Child and Youth Care Counselor, Community Social Service Worker, Early Childhood Education and Youth Justice Worker Programs” as the decision regarding exit criteria does not fall within the Committee’s mandate.

In response to a question, it was noted the 100 volunteer hours for the Youth Justice Worker Program in item 1 could be volunteer or work related hours or a combination of both.

There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendations.

MOVED by K. Barrington-Foote, SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted changes to: 1) the Youth Justice Worker Program changing the volunteer hours from 100 to 60; 2)

Early Childhood Education Program changing the volunteer hours from 100 to 50; CMPT 1102 as a new course and that Principle of Math 11, or an approved substitution, be accepted as a course prerequisite; and, an amendment to the EASL substitutions for the Douglas College English Language Competency Standard of English 12 with a minimum of grade “C” be established.

The Motions were CARRIED.

- 4.6 Curriculum Committee Recommendations: C. Campbell advised members of a typographical error, “DVST” 0265 should read “EASL” 0265.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by M. Brulhart, SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for INTR 1241; CCSD 1100; CCSD 1140; CCSD 1150; CCSD 1230; CCSD 1240; CCSD 1250; CCSD 1270; CCSD 2334; CCSD 2340; 2350; CCSD 2370; 2380; CCSD 2420; CCSD 2440; CCSD 2460; CISY 2345; CISY 2375; CISY 3480; FINC 2300; FINC 3350; ITEC 1165; ITEC 1265; ITEC 2365; DVST 0100; DVST 0355; EASL 0275; EASL 0475; EASL 0265; HUMD 1100; HUMD 1161; HUMD 1252; ANTH 1111; ANTH 1112; and, CRIM 2240.

5. NEW BUSINESS

- 5.1 Psychiatric Nursing Degree: The Chair advised members that this is coming to Education Council for information only at this point. She noted that revisions to the existing Program Approval policy will take place and Council is not required to approve the Business Plan. The Chair introduced Joy Holmwood, Jacquollyne Keath, and Roberta Bend to speak to this item.

Joy Holmwood advised members the Psychiatric Nursing Faculty have been working hard on the development of the full program proposal for the past several months, and will come to Council in November as a Notice of Motion. She noted the program structure falls within existing resources and only one additional section is required. She added the design meets and maintains the integrity of

Douglas College standards.

In response to a question, Joy advised members that if there is a higher demand in one stream there is flexibility in classroom size.

A concern was expressed as to the high percentage of courses outside the discipline. It was clarified that approximately 20% of classes such as psychology and philosophy make up courses taught by faculty outside the Psychiatric Nursing discipline.

Roberta Bend advised members that she would be available to meet with FECs/DECs to answer questions.

5.2 Program and Services Review Process: The Chair introduced Blaine Jensen, Vice President, Educational Services to speak to this item.

Blaine advised members that the Program and Service Review is an attempt to coordinate a new system to look at existing programs and services within the College. He asked members for feedback regarding the ten principles within the framework. Blaine noted that once he has received feedback from the various areas in the College, he hoped to develop a review system that would be in place in the new academic year.

In response to a question, Blaine advised members that the process will cover both the program and service areas.

Blaine clarified that Principle 6 (Reasonable in Scope) would focus on a few defined aspects of the unit; however, he added it is not the intent to assess every element such everyday operations. He noted there might be occasions when a more in-depth review may be required.

A comment was made that Principle 2 (Building Strengths) includes using the principles of Appreciative Inquiry in recognizing strengths and assuring the valued aspects of a program/service/unit are not lost.

Blaine advised members that many ideas and issues will be raised throughout these discussions that will affect the development and implementation of the Framework. He noted that a “Virtual Parking Lot” has been created to “house” these issues and they will be considered at a later date.

ACTION Please take this to your constituency groups for feedback.

- 5.3 Health Information Services Program (HISP): The Chair reminded members of Council's mandate to ensure the rationale is sound and ensure the credibility of an affiliate institution. The Chair introduced Laurie Kenward to speak to this item.
- a) Affiliation with Ryerson University
Laurie advised members that the opportunities for HISP graduate to engage in life-long learning are limited. She noted that Ryerson is the only institution that currently offers a part time degree completion in the Health Information Management Degree program. She noted the mode of delivery is through distance education. Laurie added that an agreement with Ryerson would support marketing of the HIS program and the Health Information Management profession.
- b) Affiliation with Athabaska University
Laurie Kenward advised members that the HIS program had a formal articulation agreement with Athabaska University the mid 1990's. She noted that those involved with the Health Administration program at Athabaska University contacted her last spring regarding updating the agreement as there are a number of changes. Laurie advised members that the Program Director would like to visit Douglas to review documentation needed for their assessment and they are interested in speaking with our HISP and Health Sciences alumni.

ACTION Please take these to your constituency groups for feedback.

- 5.4 Concept Statement: Applied Accounting Degree: The Chair reminded members that concept statements come to Council for information only.

R. Coulson advised members that this is one of the degrees her Department is working on. She noted that employers in the certified management and accounting areas will be requiring a degree in the near future.

- 5.5 Concept Statement: Financial Management Degree: R. Coulson advised members that Douglas currently offers a highly successful diploma in Financial Market and Investment Management in Shanghai, China which includes third and fourth year courses. She noted her Department is currently working on "massaging" the curriculum for the local market.

6. **REPORTS**

6.1 Report from the Chair

The Chair reported that the Budget and Planned Change Committee will meet in November.

The Chair advised members that the Policy Committee will be very busy over the next couple of months revising a number of policies.

The Chair advised members that she will attend the Adjudicative Tribunal training conference in early November.

6.2 Report from the President

Al (A/President) advised members that the College received a very positive report from the Degree Quality Assessment Board regarding the Nursing Degree site visit. He noted Douglas met or exceeded all nine standards.

Al advised members that the Ministry signs off on the College's multi year enrollment plan and has stated the current Plan is degree heavy. He noted that the Senior Management Team is currently revising the program mix in the draft Academic Plan.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

6.5 Report from the Research Ethics Board

There was no report.

6.6 Report from the Standing Committee on Educational Policies

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

Kevin reminded members of the Awards of Excellence presentation on October 29th, 2004, the employee recognition, and the retirement dinner following the presentations.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Education Technology Forum

Graham reported that the College is moving from an application process to a five year replacement cycle for replacement of computers and other electronics including overhead projectors etc.

7. NEW BUSINESS - For Information and Circulation

7.1 Results from Survey of summer Students in Open Enrolment Courses

7.2 Douglas College Fact Book - August 2004

8. ADJOURNMENT: Moved by E. Neufeld, Seconded by M. Brulhart, the meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary