

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, SEPTEMBER 21, 1998 AT 4:15 P.M. IN THE BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen

Al Atkinson

Lawrence Becker

Paul Biscop

Jean Cockburn (for S. Hochstein)

Georgina Ferguson

Darryl Flasch

Mia Gordon (for S. Witter)

Maria Iaquina

Rashida Ismail (Secretary)

Kim Longmuir

Dawn McDonald

John McKendry

Beverley Miller

Carole Nelson (for G. Sieben)

Susan Oesterle

Debbie Smith

Julie Roper

Jim Sator

Jack Shehadeh

Meg Stainsby (Chair)

Joan Thomson

Brenda Walton (for T. Angus)

Regrets:

Trish Angus (Non-Voting)

Sandra Hochstein

Gerry Sieben (Ex-Officio)

Rosanna Wijenberg

Susan Witter (Ex-Officio)

Guests:

Janet Allwork

Linda Fisher

Bob Nicholls

Susan Smythe

The Chair opened the meeting at 4:15 p.m. She acknowledged the presence of the guests and welcomed the new student members to their first Council meeting.

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

3. APPROVAL OF THE MINUTES OF THE JUNE 15, 1998 MEETING: The Minutes of the June 15 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1. General Studies Diploma:

The Chair reminded members that a decision on the proposed GSD will be made in October; however, should members have questions or concerns about the proposal they were asked to direct them to Sandra Hochstein. Debbie Smith requested a written rationale for the two options outlined in the submission. **This item will be brought forward at the October 19 Council meeting for a decision.**

4.2. Extraordinary Meeting Re: Education Policy Revisions

At the Chair's request, members agreed to **hold an extraordinary meeting of Council on Monday, November 30, 1998 from 4:15 - 6:00 p.m. (Board Room) specifically to deal with educational policies under review.** Student, staff and Faculty members of Council were requested to pick up the policy package containing the proposed policy revisions, together with original policies (in blue) for reference, at the end of the meeting. As the task of reviewing the policies would be onerous, the Chair suggested that members share this load with one or two colleagues before referring them to FEC/DECs or Faculty-wide for discussion. The Chair also informed members that Janet Allwork would be able to attend FEC/DEC meetings when possible. In preparation for the November 30 meeting, **members were asked to direct feedback and or comments to Janet by October 30.**

4.3. Membership on College-Wide Committees/Task Forces

For interest, members received a copy of membership on the Master Education Plan Steering Committee, Unit Review Task Force and Task Force to Develop Self Study Implementation Plan. The Chair **asked members to name an individual who would be interested to replace her** on the Task Force to Develop Self Study Implementation Plan.

4.4. Council By-laws, Rules and Procedures

In reviewing the proposed revisions to the Council Rules and Procedures, as outlined in her memorandum of September 8, 1998, the Chair requested members to consider a motion to short-cycle this item.

MOVED by Dawn McDonald, **SECONDED** by Beverley Miller,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle its decision regarding minor revisions to the "Rules and Procedures" section of its by-laws.

The Motion was **CARRIED.**

In response to the Chair's further request for approval of these minor revisions to the Rules and Procedures as proposed,

MOVED by Susan Oesterle, **SECONDED** by Kim Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised "Rules and Procedures" as submitted.

A suggestion to add "or task force" on page 6 of the By-laws when submitting future amendments to the Ministry was noted.

The Motion was **CARRIED.**

4.5. Council Facilitation of College-wide Discussions on Learning Outcomes, Flexible Assessment and Distributed Learning

At the request of the Chair, Paul Biscop spoke to the Notice of Motion as presented to Council concerning a request from his FEC to hold a College-wide discussion to increase awareness on learning outcomes, flexible assessment and distributed learning with particular reference to social and political ramifications. In response to the Chair's request to short cycle the Notice of Motion,

MOVED by Paul Biscop, **SECONDED** by Dawn McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council short cycle the Notice of Motion requesting a College-wide forum on learning outcomes, flexible assessment and distributed learning, as presented.

The Motion was **CARRIED**.

MOVED by Paul Biscop, seconded by Dawn McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council, in conjunction with Douglas Development, facilitate a formal College-wide discussion on the issues of learning outcomes, flexible assessment and distributed learning with particular attention to broader social and political ramifications. This discussion to be held during Fall 98 or whenever feasible.

Susan Smythe from Douglas Development attended the meeting and discussed the possibility of holding a series of forums/seminars in conjunction with Education Council. She suggested establishing a task group comprising membership from Education Council, Faculty Coordinators/Convenors group, perhaps a faculty from each discipline/program. The task group could develop a draft proposal recommending effective use of flexible assessment, outcomes-based and distributed learning in each Faculty/Department and also make recommendations for the content and timing of the seminar series. **Paul Biscop agreed to serve on the Task group. Members were asked to solicit membership from their constituent areas for this initiative.**

In order to avoid duplication of activities, John McKendry asked that Council note the planning for "Colloquium 99" (following the June 98 Colloquium) as well as a Forum on Key Performance Indicators. The latter will take place in the Fall of this year.

The Motion was **CARRIED**.

4.6. Master Education Plan -- Invitation to October 19 Forum.

At the request of the Chair, Mia Gordon stated that a **College-Wide Forum, "Toward a Master Education Plan for Douglas College", was scheduled for October 19, 1998 from 6:30 p.m. in the Douglas Room.** She asked members to publicize this Forum widely and encouraged members to attend. She also drew members' attention to the process of the development of the Master Education Plan as outlined in the write-up submitted to Council.

4.7. College Matrix Recommendations

Council received for feedback a Report of the Matrix Review Committee dated June 15, 1998 with a recommendation that SMT accept Option IIIA (meeting blocks 2 hours Tuesdays and three hours Wednesdays) of the report as submitted. While reviewing the report, Al Atkinson stated that prime consideration was given to address the concerns identified by some 355 students in a survey, a copy of which was available if members were interested. Al explained that the process was onerous and difficult with three campuses and acknowledged that the recommendation may not be satisfactory to all; however, it is deemed to be the best under the circumstances. **He stressed that he was looking to Council to**

comment on any pedagogical concerns the matrix may engender.

Following a brief discussion, the Chair **asked members to refer the report to their constituent groups and provide feedback to her by October 7. She will collate this input and include it in the October Council package for discussion.**

4.8. Council Communication

The Chair suggested that Council needs to reflect upon its role and progress and perhaps it was timely for a self-evaluation. The Chair then apprised members of the progress made so far on the Council Webpage and referred to a memorandum from Barbara Allen on this subject dated September 15. Barbara asked for feedback on the Webpage with particular reference to including Council agenda and minutes on the Webpage. **Members were also requested to provide the Chair with their e-mail addresses so a list-serve can be set up, allowing for discussion between meetings.**

5. NEW BUSINESS

5.1. New Draft Program Approval Process

The Chair drew members' attention to draft #6 of the New Program Approval Process and asked members to circulate it widely among their colleagues and/or FEC/DECS for feedback.

In response to a question, the Chair advised that the President is keen to see CE certificate courses become part of this approval process and that discussion will start in the near future. In the context of students' input in the program approval process, it was suggested that this could be obtained through their participation in FEC, DEC and/or program advisory committees meetings. A suggestion was also made that items 8 - 13 in Appendix A be deleted in the event the Ministry's support for the letter of intent was not given. A further suggestion was also made to delete Part B of Appendix C as it related to the responsibilities of College administration. It was also recommended that Council recognize the approval process of the ministry to avoid duplication. **Members were reminded to provide written comments to Susan Oesterle by mid-October for further revisions to the proposal and discussion at the November meeting.**

5.2. Appeals Policy

Mia clarified that administrative College policies (such as conduct or harassment policies) were not appealable to the Council Appeals Tribunal.

5.3. Standing Committees Annual Elections

The Chair provided the current membership list of the Council's Standing Committees. Most members were willing to serve for the second term. However, there were vacancies in certain committees as identified by the Chair. **She will contact the appropriate Faculties and students for representation and provide an up-dated list at the next meeting.**

5.4. 1999/2000 Program Profile

The Chair referred to the Draft document listing the 1999/2000 Program Profile for the College. Mia Gordon clarified that any new FTE will be allocated to the David Lam Campus. It was clarified that "University Transfer -- Arts" should include Science as well. **Members were requested to provide comments or concerns to their respective Deans as soon as possible.**

6. REPORTS

6.1. Report from the Chair:

The Chair stated that Lawrence Becker, Kim Longmuir and she would be attending the Workshop on "Understanding Effectiveness and Accountability" on Friday, September 25 at SFU downtown campus. If

other members were interested, they were asked to let the Chair know prior to registration.

The Chair will attend a CoEdCo meeting in October and will report on the outcomes at the next meeting.

As a result of funding allocations through the College Strategic Development Fund three positions have been filled: Carol Ebner - Flexible Assessment Coordinator/Advisor (PLA); Wilma McCrossan - College Assessment Service Faculty Liaison and Nancy Oike - Learning Outcomes Coordinator Advisor. Regular reports from this "Project Team" will be submitted to Council.

6.2. Report from the President

Mia Gordon reported that the President was at an ACCC task force meeting; an SMT Retreat was planned for Monday September 28; a meeting with BC Tech, Ministry and other officials has been scheduled to develop plans for BC Tech; the President would like to encourage discussions at Faculty/Department level on the College Master Education Plan.

6.3. Report from the Standing Committee on Educational Policies

-- Policy E.02.03.08 "Standards and Procedures for the Development and Approval of College Curricula"

Bob Nicholls attended the meeting and reviewed briefly draft #15 of the above policy, explaining that the revisions aim to provide maximum instructor autonomy. A suggestion was made to re-word section C4, page 7 for clarification. It was explained that should non-credit courses become credit courses, they would need to be approved through this process. It was asked whether these changes might affect articulation or the transferability of courses. **Members were requested to review the policy with particular attention to changes to assessment policies outlined in Section C on page 7 and provide feedback to Susan Oesterle.**

The Chair reminded members that this revised policy was before Council as one part of three-part proposal (presented last May, see agenda items 4.1(a) i, ii, iii) to put in place a new curriculum development and approval process. **She directed members to solicit feedback also on the Notice of Motion to create a curriculum committee and on the draft terms of reference for this committee. All related discussions and decisions would be addressed at the November 30 meeting.**

6.4. Report from the Standing Committee on Planning and Priorities

Revised Terms of Reference

The Chair referred to the Notice of Motion submitted at the June meeting.

MOVED by Maria Iaquinta, **SECONDED** by Al Atkinson: **BE IT AND IT WAS RESOLVED:**

THAT Education Council approve the revised terms of reference for the Standing Committee on Planning and Priorities as presented.

The Motion was **CARRIED**.

6.5. Report from the Standing Committee on Admissions and Language Competency Standards

There was no report from the Committee.

6.6. Report from the Residency Credit Exemption Committee

There was no report from the Committee.

6.7. Report from the Educational Excellence Committee

Members received for information a copy of the minutes of the June 1st meeting of the Committee.

6.8. Report from the Education Technology Forum

There was no report from Barbara Allen.

7. INFORMATION ITEMS FOR CIRCULATION

7.1. Transfer Credit Assessment at UBC **(B. Cowin)**

7.2. Academic Success at SFU of Douglas College Transfers **(B. Cowin)**

7.3. Provincial Grants To Universities

7.4. **Five Year Capital Plan (1999 - 2004) -- Please share with your colleagues.**

7.5. Letter from MAETT dated July 20 Re: CIS: Software Development Specialist Advanced Diploma Program.

7.6. Letter from CCTT Re: Learning Outcomes Initiative

7.7. "A Degree of Imagination" (Macleans May 11, 98)

8. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

_____ Chair _____ Secretary