

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, SEPTEMBER 23, 2002 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL**

**Members Present:**

Hudson Andrews  
Trish Angus (Non-Voting)  
Laura Byrne  
Ray Chapman  
Ted James  
Ann Kitching (Ex-Officio)  
Joel Lindsay 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  
Shaun Tyakoff  
Susan Witter

**Regrets:**

Carey Vivian  
Wendy Wheeler  
Des Wilson

**Absent:**

Melissa teBoekhorst

**Guests:**

Marilyn Brulhart  
John McKendry  
Kate Sangha (for Carey Vivian)  
Robin Wylie

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The Chair introduced Joel Koette as one of the new Student Representatives.

2. APPROVAL OF THE AGENDA The Chair added 4. (a) Ratification of Chair and Vice Chair. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE JUNE 17, 2002 MEETING The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4. (a) Ratification of Chair and Vice Chair: P. Swanson advised members of the need to ratify the election results from June's vote for the positions of Chair and Vice Chair as members were not in office at the time of the election.

**MOVED by T. James, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the election results for the position of Chair (Penny Swanson) for the term of 2002/2003.**

**The Motion was CARRIED.**

**MOVED by T. James, SECONDED by E. Neufeld,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the election results for the position of Vice-Chair (Susan Meshwork) for the term of 2002/2003.**

**The Motion was CARRIED.**

- 4.1 2002 - 2003 Budget - update: The President advised members that the Board approved the budget at the June Board meeting. She noted that the development of the 2002-2003 budget will begin earlier than last year as the College has most of the information it requires. She added that reductions to the Office Administration program and reductions in Science and Technology will be considered after a full review of enrollment data. The President also noted that a thirty percent increase in tuition fees for next year will also be considered.
- 4.2 Habitat Restoration - update: The Chair reminded members that the Board approved the closure of the Habitat Restoration program at its June meeting. She noted that Janet Allwork spoke at the June Board meeting about the process for the program closure and pointed out that the normal process was not followed. She added that the Faculty of Science and Technology FEC were meeting today to discuss course changes for the Winter semester.
- a) Policy on Planned Change: The Chair advised members that, out of

concern regarding the process that was followed regarding the Habitat Restoration program closure, it was suggested that the Policy on Planned Change be looked at. She noted that Al Atkinson had taken on this task and had drafted some changes which both she and Janet Allwork reviewed and commented on. She added that a recommendation will come before Council shortly.

Ensuing discussion focused on the role of Council to advise the Board regarding specific changes to the policy.

H. Andrews advised members that his FEC had reviewed the Council Minutes of June 17<sup>th</sup> which led his Faculty to a discussion about the lack of consultation regarding the closure of the Habitat Restoration program. A formal Motion was brought to Education Council from the Faculty of Health Sciences. “Moved by Laurie Kenward, seconded by Kathy Lindstrom, that Education Council follow up on the development of a protocol in writing as per the June 17<sup>th</sup>, 2002 minutes, regarding a consultative process to be followed when there are significant imposed changes in an instructional area and/or possible program closures Passed.”

In response to a question, the President advised members that the Policy on Planned Change is a Board policy and Council’s role is to advise the Board regarding any proposed changes to the policy.

- 4.3 Advertising Policy - revised: The Chair advised members that last term Council had an opportunity to provide feedback on the Advertising policy. She noted the policy has been revised and approved by SMT. (She asked members to replace the policy contained in their packages with the final version which was available at the meeting.)

In response to a question, T. Tombe advised members that the policy does not affect advertising in the Student Union building; however, he added that students require permission to advertise on all other bulletin boards throughout the College. So in practice the policy would cover Student Union ads too.

- 4.4 Education Council Goals 2002-2003: The Chair advised members that this item has been carried over from last year as a result of discussions at the sub committee on evaluation. She noted that one of the recommendations was that Council have explicit goals each year which can be used to measure and evaluate its performance for the year.

The Chair referred to the first goal “Distributed Learning Services Sub-Committee recommendations regarding on-line learning/guidelines for on-line

learning”. There was considerable discussion as to whether this actually is a goal for Council as discussions regarding this are currently taking place at the Faculty Task Group on Educational Technology Applications in Teaching and Learning (“Ed Apps”).

The following points were discussed:

- there is a need to examine how distance learning courses are treated in existing curriculum guidelines;
- T. Angus alerted members that it would not be advisable to differentiate, on the curriculum guidelines document, whether the course is offered on-line or not. The Chair added that the course could be offered on-line, through distributed learning and/or in the classroom;
- J. Koette advised members that students are just as successful, in transferring to another institution, whether they learn in the classroom or on-line;
- it was suggested that Al Atkinson be invited to a future Council meeting to clarify the role and mandate of the “Ed Apps” Task Group.

Other goals that Council will have on future Agendas include the following:

- Accountability Framework - work will need to be done after the Government’s Accountability Framework is in place;
- change to non-degree program approval process;
- Strategic Plan development;
- a review of the process and consultation for proposed program closures.

4.5 Review of Student Appeal and Petition Issues: The Chair advised members that this item was on the agenda as a follow-up issue.

T. Angus advised members that some of the recommendations have already been implemented.

W. Marshall expressed support for the use of a standardized medical form.

### **ACTION**

**Please take this to your constituencies for further feedback. Specific feedback should be forwarded directly to T. Angus prior to next month’s meeting.**

4.6 Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee met on September 10<sup>th</sup>. She noted the Committee was asked to

approve the withdrawal of five curriculum guidelines as the curriculum is embedded in new or other offerings.

P. Swanson advised members that the Interim Curriculum Committee met September 16<sup>th</sup> in order to meet the College calendar deadline. She noted that the Department of Psychiatric Nursing submitted three curriculum guidelines. Two were new distance courses, PNUR 721 and PNUR 723 and PNUR 700 was submitted with changes to include on-line delivery.

P. Swanson advised members that S. Tyakoff was resigning from Council. Penny thanked Shaun for her work on Council and the Curriculum Committee.

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

**MOVED by A. Patko, SECONDED by T. Tombe,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for MODL 092, MODL 180, MODL 185, ACCT 115, MARK 295, PNUR 721, PNUR 723 and PNUR 700.**

**The Motion was CARRIED**

- 4.7 Admission and Language Competency Committee Recommendations: T. Angus advised members that the Committee will be bringing two items forward to the October meeting.

5. NEW BUSINESS

- 5.1 Interim Strategic Plan: The President advised members that this information has gone out to the College community via her last two President's Reports as a means to keep staff and faculty advised and to solicit feedback. She noted that the Senior Management Team (SMT) would be looking at developing between six to eight strategic directions to identify College priorities, keeping in mind the changing external environment.

J. Lindsay alerted members that some of the changes from the government may not directly impact the College at this time; however, she added that changes are affecting the market place and the College needs to be aware that a shift in

programs may need to coincide with any shifts within the government.

E. Neufeld advised members that, due to the changes in the government's social safety net, lower level Developmental Studies courses are experiencing low enrollment. She added that she was concerned that these important courses may be cut in future as a direct result of low enrollments.

R. Chapman expressed appreciation to the President for providing this type of information and the opportunity for feedback.

**ACTION**     **Please remind your constituents that the College Wide Forum is scheduled for October 23<sup>rd</sup>, between 4:00 - 6:00 p.m. in the Board Room (NWC).**

5.2     Committee appointments: The Chair advised members that the following positions need to be filled:

- Faculty member to Chair the Curriculum Committee;
- Faculty member on the Educational Excellence Committee;
- Student member for the Standing Committees on Educational Policies; Educational Excellence Committee and, Planning and Priorities.

The Chair asked members to consider putting their names forward for one of the positions.

5.3     Applied Degree programs:

a)     Standards: The Chair advised members that it had been suggested that Council look at standards for Applied Degree programs i.e., what makes a Douglas College degree unique, or what characterizes it? She noted that there is a provincial committee working on this, but suggested a small group from Council may also wish to consider the implications.

S. Witter advised that Council may wish to wait and see what the provincial committee comes up with, determine what direction the government will be taking and observe what the other colleges do.

H. Andrews, R. Chapman and K. Longmuir expressed an interest in joining a small group to consider this issue.

In response to several questions regarding the transition of moving the Nursing program from a Diploma to a four year Applied Degree, John McKendry advised members that all nursing intakes would be degree track in 2003. He advised that Joy Holmwood, Dean of Health Sciences,

would be available to make a presentation at Council's October meeting. He added that the same internal review process for degree programs will be followed i.e., approval through FECs/DECs, Education Council and the Board.

- b) The Chair suggested that the Standing Committee on Education Policies look at what current policies may need revisions in future.

- 5.4 Student Success Task Force: The Chair advised members that S. Meshwork and W. Wheeler (Faculty), A. Patko (Staff) and Trevor Tombe (Student) have agreed to join the Task Force.

T. James advised members that the government is widening its definition of accountability and that future college funding may be linked to student success such as course completion, program graduation and transfer rates. He noted that the responsibility of the Task Force would be to look at enrollments and FTEs and track students from registration through to graduation. He added that the Task Force would also examine any policies which govern entrance criteria. Ted added that he was hopeful the Task Force would have a final report by April 30, 2003.

- 5.5 VPAC Standing Committees:

- a) Standing Committee on Academic Affairs: The Chair referred to the Terms of Reference for the Committee and advised members that this Committee has recently been struck to "provide a focus for research and analysis on on-going academic operations and an environment for dialogue about the future strategic direction of academic endeavors in the College". She added that, as a result of this Committee's deliberations, issues may come back to Education Council. She noted that, in future, perhaps a member of the Committee may be invited to Council to give an overview of the Committee's activities.

The Chair advised members that Lorna McCallum, Dean of Language, Literature and Performing Arts is the VPAC liaison to this Committee.

- b) Standing Committee on Lifelong Learning: In response to a question, John McKendry advised members that this Committee was struck as a result of a desire, throughout the past two years, for continuing consultation between Continuing Education, the Faculties involved and Centre 2000 faculty and staff.

## 6. REPORTS

- 6.1 Report from the Chair

The Chair reported that she and Janet Allwork attended SMT meetings and the August Board meeting.

The Chair advised members that the CoEdCo meeting is scheduled for November 1<sup>st</sup> and 2<sup>nd</sup> and will be held at Douglas College. She noted a major item on the Agenda will be possible changes to the College and Institute Act. She noted if members had any input, she would be happy to pass it on to CoEdCo.

6.2 Report from the President

The President advised members that the College will be receiving funding from the Ministry to add a 5<sup>th</sup> and 6<sup>th</sup> floor to the North building. She noted that a new Teaching and Learning Technology Centre will occupy the new space. She is hopeful that construction will commence during the summer of 2003.

The President advised members that she will be meeting with the BC College Presidents (BCCP) on September 27<sup>th</sup> to discuss a number of system-wide issues such as applied degrees, Ministry Accountability Framework, mandate and role of BC colleges, trades training, and legislative changes affecting BC colleges.

The President advised members that she and the Board Liaison members of Education Council will be attending a meeting in October hosted by ACCC. She noted that there has been a renewed interest in education and training on the part of the Federal Government. She added that one of the goals of this meeting is to acquaint senior government officials with the needs of Canada's colleges and institutes.

Anne Kitching invited members to forward any comments or questions regarding trades training to her and to speak in favor of trades training whenever possible.

6.3 Report from the Board Representative

Anne Kitching advised members that the Board feels strongly a desire to be involved in College activities. She added that the Board was committed to the open consultation process already established between the two governing bodies at Douglas College.

6.4 Report from the Secretary

The Secretary advised members that the new Meeting Schedule and Education Council Membership list was in the package for information.

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

It was advised that W. Wheeler will not be reporting from this Committee in future. It was added that K. Longmuir will fulfill this role.

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 had not met yet; however, they will meet in October to review research requests and will continue to review the Research Ethics policy. She added that a survey team from the National Council on Ethics in Human Research was willing to visit with the REB to discuss the use of forms and policies.

The Chair asked members to put the REB's Terms of Reference, from their package, into their "member" binders.

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 2001/2002 Enrolment Data

7.2 Letter from the Ministry regarding the ASL Instructor Certificate

8. ADJOURNMENT: Moved by E. Neufeld, Seconded by K. Longmuir, the Meeting adjourned at 5:40 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary