

**DOUGLAS COLLEGE**  
**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**HELD MONDAY, SEPTEMBER 22<sup>ND</sup>, 2003 AT 4:15 P.M. IN THE BOARD ROOM**  
**NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Heather Barnes  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne  
Diana Christie  
Rosilyn Coulson  
Kuros Gadareh  
Ann Kitching (Ex-Officio)  
Fran Johnson  
John McKendry  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer  
Penny Swanson (Chair)  
Susan Witter (Ex-Officio)

**Regrets:**

Colin Campbell  
Ted James

**Guests:**

Kathryn Cernauskas  
Norma Goldie  
Joy Holmwood  
Ryan Lam  
Lorna McCallum  
Linda Pickthall

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The Chair welcomed both new and returning members to Education Council.

2. APPROVAL OF THE AGENDA: In order to accommodate the guests and ratify the election results, the Chair asked member to move items 4.1 - Ratification of Chair and Vice Chair, 5.2 - Music Program Changes and, 5.1 General Nursing Degree: Full Program Proposal to the top of the Agenda. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE JUNE 16<sup>TH</sup>, 2003 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES

4.1 Ratification of Chair and Vice Chair

The Secretary informed 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.

The Secretary advised members that Penny Swanson was nominated in June for the position of Chair. The Secretary called for further nominations from the floor. There being no further nominations from the floor after a third call it was:

**MOVED by E. Neufeld, SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the election results for the position of Chair (Penny Swanson) for the term of 2003/2004.**

**The Motion was CARRIED.**

The Secretary advised members that Susan Meshwork was nominated in June for the position of Vice Chair. The Secretary called for further nominations from the floor. There being no further nominations from the floor after a third call it was:

**MOVED by D. Christie, SECONDED by A. Patko,**

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 2003/2004.**

**The Motion was CARRIED.**

4.2 Access to Post-Secondary Education: Collaborative Solutions: The Chair reminded members that this was distributed at the June meeting for information.

The President encouraged members to attend a College-wide Forum - "From Institutional to Regional Approaches". She noted that the Ministry has initiated a planning process collaboratively with the four post-secondary institutions that serve the Fraser Valley. She added that these institutions are in the process of developing a regional solution to meet the needs of a rapidly growing population.

The President advised member of the Community Leaders Forum scheduled for October 16<sup>th</sup>, 2003. She noted that there will be approximately 75 - 100 participants including mayors, school district representatives, regional MLAs, provincial ministers, and senior representatives of key companies, labour groups and agencies.

- 4.3 Student Success Task Force: Proposals 7, 9 and 13: The Chair asked for feedback on the Proposals.

Proposal 7: Transfer Availability:

- The Chair reminded members that Council has already approved the first recommendation - “to approve the proposal to establish a closed enrolment program for the Associate of Arts”. She added that the first intake will be Fall 2004.
- It was clarified that further discussion will need to take place, at different levels, regarding recommendations 2 to 4. It was also clarified that some of the recommendations will require revisions to existing policies and will then go to the Education Council Policy Committee.
- In response to a question, it was noted that the “Transfer Innovations” study that the BC Council on Admissions & Transfer is complete.

**MOVED by A. Patko; SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 7.**

**The Motion was CARRIED.**

Proposal 9: Comparisons With Other Colleges:

- Members expressed concern regarding the issue of attrition. They referred to the “context” section of the proposal wherein it states that “30 - 40 percent of Douglas students either fail or withdraw in a number of courses, and 50 percent of students complete a total of only ten or fewer courses at Douglas College (30 percent complete five or fewer courses)”.
- It was noted that students sometimes do not clearly identify their reasons for withdrawing from courses or quitting their studies all together.

**MOVED by K. Barrington-Foote; SECONDED by H. Barnes,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 9.**

**The Motion was CARRIED.**

Proposal 13: Transitions To Employment:

- It was asked that recommendation #5 “creating a focus for learning and working as a strategic goal for 2003/04” be clarified.
- In response to a question, T. Angus advised members that students currently have a transition to employment via practicum, coop placement, clinical placement and work study opportunities. She added that approximately one third of students are involved in these types of placements which often lead to employment outside the College.
- It was noted that the language of the recommendations would be clarified by T. James.

**ACTION Please forward any further feedback to Ted James directly.**

**MOVED by R. Coulson; SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council support in principle Proposal 13.**

**The Motion was CARRIED.**

- 4.4 Applied Degree Standards Committee: F. Johnson advised members that the Committee has not yet met. She added that the Committee will focus on establishing criteria for applied degrees. She noted that she would be willing to Chair the Committee.
- 4.5 Student Success Task Force - Implementation Plan: The Chair advised members that the Implementation Plan was a compilation of the work of the Student

Success Task Force (SSTF). She added that this was a tool to identify who would be responsible for implementing each recommendation.

The Chair noted that she had devised a chart (distributed at the meeting) that narrowed down Education Council's responsibilities. She added that this chart would assist Council in defining its goals and objectives for the upcoming year.

It was clarified that any changes to policy or procedure, as a result of implementing each recommendation, would follow appropriate process, i.e., come to Council and/or the policy Committee, go through FECs/DECs for feedback and then come back to Council for approval. It was clarified that this process does not apply to administrative policy changes.

A clarification was made to the first page of the "SSTF Implementation Plan & Financial Implications" section. Recommendation 3 - Registration Priority would be implemented in Winter 2005 not 2004.

The President advised members that any costs associated with the implementation of the recommendations would be contingent on next years budget and considered by SMT.

Members were encouraged to attend the College wide Forum, "Student Success - Moving Forward" on September 24<sup>th</sup> from 4:00 - 6:00 p.m. in the Board Room.

#### 4.6 Admission and Language Competency Committee Recommendations:

In response to a question, the Registrar noted that the Stagecraft Department was concerned with attrition rates. She noted that the Department was hopeful that by adding a mandatory information session and three other admission criteria would reduce attrition.

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

**MOVED by E. Neufeld, SECONDED by K. Barrington-Foote,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve 1) Changes to the Language Proficiency Index - effective Fall 2004; and 2) four additional admission criteria to the Stagecraft program.**

**The Motion was CARRIED.**

- 4.7 Curriculum Committee Recommendations: It was clarified that the reduction to lab hours in Chemistry 110 was approved last year by Education Council.

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

**MOVED by J. Spencer, SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for CCSD 100; CHEM 110; CHEM 315; CHEM 316; MUSC 160; MUSC 260; MUSC 161; MUSC 261; MUSC 361; MUSC 461; MUSC 151; MUSC 251; MUSC 351 and MUSC 451.**

**The Motion was CARRIED.**

5. NEW BUSINESS

- 5.1 General Nursing Degree: Full Program Proposal: The Chair introduced Joy Holmwood, Dean of the Faculty of Health Sciences.

The Chair reminded members that the Concept Statement came before Council last October. She added the Letter of Intent was presented to Council in November and was subsequently approved in December. She noted that the Full Program Proposal is the next step and, before Council at this time.

Joy Holmwood introduced Linda Pickthall and Norma Goldie.

G. Rodwell and other Council members complimented the Committee for their hard work and attention to detail. Joy advised Council that many members in her faculty assisted in the development of this proposal.

Joy advised members that once Council has approved the full program proposal, it will need to be re-formatted before it is sent to the Ministry. She added that the proposal will put on the Ministry's Post-Secondary Institution Proposal System (PSIPS) for 30 days for peer review. Joy also added that the proposal will need to go to the Degree Quality Assessment Board for approval.

The President advised members that the Ministry has indicated new funding

would be given to the College to offer the Bachelor of Science in Nursing. She added that training additional health care providers is part of the Governments New Era commitments.

In response to a question, it was clarified that Douglas College would only have a limited number of seats in the program and may not be able to accommodate a large number of students transferring from other institutions.

**ACTION** Please take this to your constituency groups for feedback. This item will come to Council for approval at the October meeting.

**NOTE:** Should your Faculty require further information regarding the proposal, please contact Joy Holmwood directly (local 5052).

- 5.2 Music Program Changes: The Chair introduced Kathryn Cernauskas. The Chair referred to the memo in the package and noted that Council is being asked to approve two Motions: 1) Reduce the number of contact hours per week and, 2) Redistribution of class piano hours.

**ACTION** There being no discussion, members were asked to take this to their constituency groups for feedback and Council approval at the October meeting.

- 5.3 Changes to the Exam Schedule: The Chair advised members that “setting the academic schedule” and the power to “set policies concerning examinations and evaluation of student performance” is one area that Council advises the Board.

J. McKendry advised members that the context of the memo arose from a past decision to move from a 14 week to a 13.5 week semester. He noted that it seemed unfair for students who have a late class on Wednesday night to write the final exam the next day. He referred to the memo in the package advising members that the Vice President’s Academic Council (VPAC) reviewed the issue and suggested avoiding Wednesday classes if the exam is the next day.

It was noted that any changes to the exam schedule must first go through the appropriate Dean for approval based on parameters outlined in the VPAC memo and then on to the Registrar’s office.

**ACTION** Please take this to your constituency groups for information.

- 5.4 Agreement on Joint Teaching Program between Douglas College and Heilongjiang Institute of Science and Technology, China: The President advised members that this was a new joint agreement. She added that this agreement is modeled after the capital markets agreement the College has with the Shanghai Institute of Foreign Trade (SIFT).

In response to a question, members were advised that it was not anticipated that there will be any program or curriculum changes.

It was noted that the College does not enter into these types of agreements unless it generates revenue for the College.

- 5.5 Degree Quality Assessment Board: The Chair advised members that this is the new body which replaces the Degree Program Approval Committee. She added that the Board will primarily review degrees from both public and private colleges. She noted that there is no longer representation from CoEdCO.
- 5.6 Administrative Policy: Use of College Resources: The Chair advised members that this is an Administrative Policy. She noted that this is one of the areas Council advises the Board. The Chair asked members to take this to their FECs/DECs for feedback at the next meeting.

**ACTION** Please take this to your constituency groups for feedback. Feedback can be forwarded to the President directly.

- 5.7 Vacancy for the position of Chair - January, 2004: Penny Swanson advised members that she has accepted a position at SFU. She noted her last day at the College will be December 31<sup>st</sup>. Therefore, a new Chair will need to be elected. Penny asked members to consider running for the position. She noted the election will be held at the October meeting to allow for two months training. Penny added that Susan Meshwork was willing to stand for the Chair position. Should Susan be elected then an election for the position of Vice Chair would need to take place.

## 6. REPORTS

- 6.1 Report from the Chair  
The Chair advised members that, over the summer, she worked with the Committee that wrote the College response to the Government's Mandate review document. She added that the response was approved by SMT and the Board and sent to the Ministry on September 16<sup>th</sup>. The Chair added that a response from Council was also sent to the Ministry specifically dealing with the issue of

governance. She noted that a separate response was sent by CoEdCo. The Chair thanked the Council members who assisted in sending the Council response and added a special thanks to Susan Meshwork.

The Chair advised members that all positions on Council's sub-committees have now been filled.

6.2 Report from the President

The President advised members that the College's response to the Ministry's Mandate paper is on the local web.

The President advised members that the President's Report was distributed to "ALL" on GroupWise. She noted that one area she is focusing on is program planning in the future.

The President advised members that the College has purchased the old Firehall (with the Legacy Fund) in New Westminster for future development.

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 (**S. Meshwork**)

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 (**T. Angus**)

There was no report.

6.8 Report from the Educational Excellence Committee (**L. Byrne**)

L. Byrne advised members that the Educational Excellence Awards will be given out at the Employee Recognition Event on October 24<sup>th</sup>, 2003.

L. Byrne advised members that the Committee is looking at creating a new award recognizing innovation.

The Call for the 2004 Nominations will probably go out in January 2004.

- 6.9 Report from the Curriculum Committee (**C. Campbell**)  
There was no report.
  
- 6.10 Report from the Education Technology Forum (**G. Rodwell**)  
G. Rodwell advised members that hi group will be working on the three year educational tactical plan.
  
- 7. NEW BUSINESS - For Information and Circulation
  
  
- 8. ADJOURNMENT Moved by H. Barnes, Seconded by E. Neufeld, the meeting adjourned at 6:10 p.m.

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary