

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, SEPTEMBER 20<sup>TH</sup>, 2004 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)  
Al Atkinson  
Marilyn Brulhart  
Laura Byrne (Vice-Chair)  
Colin Campbell  
Diana Christie  
Rosilyn Coulson  
Debra Flewelling  
Kuros Gadareh  
Ted James  
Joel Koette  
Ann Kitching (Ex-Officio)  
Susan Meshwork  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Khai Rosli  
Janice Spencer

Peter Tong  
Susan Witter (Ex-Officio)

**Regrets:**

Kevin Barrington-Foote  
Elsie Neufeld

**Absent:**

Jeremy Gervan

**Guests:**

Mark Elliott  
Yasmin Irani  
Robert McGregor

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to move items 4.3 and 4.5 after the ratification of Chair and Vice Chair. She noted that item 5.1 *Administrative Assistant Certificate Program change* was approved in March 2004 and was mistakenly put in the September package. Further, the Chair added that 5.1 become Policy Revision - Program Approval Process - Credit Programs. The Agenda was approved as amended.
3. APPROVAL OF THE JUNE 14<sup>TH</sup>, 2004 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 (2004 - 2005) as the new members were not in office at the time of elections.

The Secretary advised members that **Susan Meshwork** 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 the third call, **Susan Meshwork** was elected as Chair by acclamation.

The Secretary advised members that **Laura Byrne** 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 the third call, **Laura Byrne** was elected as Vice-Chair by acclamation.

4.2 Welcoming and comments from the Chair: The Chair welcomed new and returning members. The Chair reminded members that they should approve motions based on what is best for the College as a whole and not entirely based on feedback from their constituency groups. The Chair reminded members to ask as many questions as necessary and noted that members could approach her any time.4.3 Program Revision - Environmental Sciences: The Chair introduced Robert McGregor to speak to this item.

T. Angus suggested that instead of using punctuation in section "D" that the terms "and/ or" be used to separate the courses.

**MOVED by G. Rodwell; SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revisions to the Environmental Sciences program.**

**The Motion was CARRIED.**

4.4 Educational Policy Topics: Priority Registration and Course Outlines: The

Chair advised members that this item was deferred from previous meetings. She noted this is an outstanding item from the Student Success

Task Force and will remain on the Agenda in order to keep track of it.

- 4.5 Private Course Credit Articulation Agreements: The Chair introduced Mark Elliott to speak to this item.

Mark advised members that these articulation agreements with two well recognized hospitality educators serve to enrich Douglas Colleges' Hotel and Restaurant Management program. He added that it will also help maintain a higher FTE count in the second year.

R. Coulson noted a revision to the second paragraph on page 5. She noted the maximum credits should read "45" in order to meet the 25% residency requirement and not 30 credits as stated.

R. Coulson advised members that two hand-outs at the side table identified the courses by their four digit numbers not the three digit numbers in the agreements.

(Subsequent to the meeting, the Secretary contacted R. Coulson and was informed that the four digit numbers will be reflected in the two affiliation agreements prior to being signed once it has received Education Council approval.)

In response to a question, Mark advised members that admission to the second year of the program will be based first on GPA.

### ACTION

**Please take this to your constituency groups for feedback and approval at the October meeting.**

- 4.6 Applied Degree Standards Committee: L. Byrne advised members that the Committee has not yet met. She noted a Chair will be elected at the first meeting.
- 4.7 Admission and Language Competency Committee: There was no report.
- 4.8 Curriculum Committee recommendations: C. Campbell advised members that the Committee met in September and reviewed 26 curriculum guidelines.

C. Campbell noted that a number of guidelines were returned to faculties for clarification. **He asked College administrators to advise their faculties that curriculum guidelines which are incomplete or do not clearly state the changes to the guidelines will be returned to the**

faculty. This he stated could affect calendar and other important deadlines.

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

MOVED by C. Campbell; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for BUSN 3310; CJSY 2310; HORM 1140; HORM 2310; HUMD 0130; HUMD 1142; HUMD 1145; HUMD 1147 and HUMD 1152.

and,

THAT Education Council approve the withdrawal of CYCC 221; HUMD 045; HUMD 143; HUMD 144; HUMD 160 and HUMD 263.

The Motions were CARRIED.

- 5.1 Policy Revision - Program Approval Process - Credit Programs: The Chair advised members the policy has been revised since Council approved it at the last meeting and referred to the handout at the side table. She noted that the Board does not approve programs at the “conceptual stage”. She added that the Board will receive it at this stage as information only. The Chair asked members to approve the policy as revised.

MOVED by A. Atkinson; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the *Program Approval Process - Credit Programs* policy.

The Motion was CARRIED.

**PLEASE NOTE:** Please advise members of your constituency groups that the revised policy is now on the Educational Policies website.

- 5.2 College Dates and Deadlines: The Chair reminded members that this item comes before Council each year for feedback.

In response to a question, T. Angus advised members the May 7<sup>th</sup> date to receive a 70% refund is new and will be effective in Winter 2005. She noted that SMT approved this change last spring.

- 5.3 Meeting Schedule: The Secretary highlighted the on-line calendar is now updated twice a year not three times. She asked members if there were any difficulties with the schedule, hearing none it was:

**MOVED by T. James; SECONDED by G. Rodwell,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the 2004 - 2005 meeting schedule.**

**The Motion was CARRIED.**

- 5.4 Education Council Bylaws and Rules and Procedures: The Chair asked members for feedback.

In response to a question, the Secretary advised members that a number of the revisions relate to motions passed at Council i.e., role of the Vice-Chair; clarification that any Council member may be required to sit on the Appeal Tribunal etcetera. The Secretary also advised members that new language regarding "Voting", "Special Meetings" and, "Status of Observers" has been added. She noted that the Bylaws no longer require Ministry approval therefore it seemed logical to combine the two documents.

**There was unanimous consent to short-cycle the motion to approve the revised Bylaws and Rules and Procedures.**

**MOVED by D. Christie; SECONDED by P. Tong,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revised Bylaws and Rules and Procedures.**

**The Motion was CARRIED.**

- 5.5 Committee Membership: The Chair advised members that the Grading Practices Committee needs one more volunteer.

T. Angus advised members that she was looking for a student volunteer to assist her committee with the online orientation. Peter Tong volunteered.

- 5.6 Academic Plan: The Chair advised members that it is within the mandate of Education Council to provide a formal response to the Board regarding the draft Academic Plan. She added that Education Council and Douglas Development will be co-sponsoring a number of forums to solicit feedback from College employees and students. She noted a community forum will also be held in November to receive input from external partners. The Chair noted that the draft Academic Plan will be a standing item on the Agenda and asked members for feedback.

J. Koette commented that he liked the Plan and noted it addressed some of the future growth of the College. He advised members that the College should use caution when developing a “signature”.

There was general feedback that the Plan was heading in the right direction and members would provide more detailed feedback at upcoming meetings.

### ACTION

**Please take this to your constituency groups for feedback at the October meeting.**

### 6. REPORTS

- 6.1 Report from the Chair  
There was no report.

- 6.2 Report from the President  
The President reported that her monthly report to the College community has gone out.

The President reported that Dr. Jan Lindsay was successful in running for the position of Vice President, Education. She noted that Jan will assume her position in mid October.

- 6.3 Report from the Board Representative  
Anne reported that she was delighted that Jan was the successful candidate.

- 6.4 Report from the Secretary

The Secretary advised members that the membership list was in the package for information. She also noted the revised College and Institute Act was also in the package. She added that the Act is copyright protected.

- 6.5 Report from the Research Ethics Board (**S. Meshwork**)  
Susan reported that the Board will meet within the next week.
- 6.6 Report from the Standing Committee on Educational Policies (**T. James**)  
Ted reported that the Committee will meet within the next week.
- 6.7 Report from the Standing Committee on Admissions and Language Competency Standards (**T. Angus**)  
Trish reported that the Committee is still struggling with members not attending meetings. She added that at times the Committee was unable to reach quorum and proceed with the business at hand.
- 6.8 Report from the Educational Excellence Committee (**K. Barrington-Foote**)  
There was no report.
- 6.9 Report from the Curriculum Committee (**C. Campbell**)  
Colin reported that he and Amanda Hardman are developing a list of meeting dates and will be sending a memo out Deans/Chairs/Coordinators/Convenors.

In response to a question, Colin advised members that a number of curriculum guidelines have been returned to departments to clarify what the revisions were. Colin added that guidelines are also returned if the consultation process has not been followed.

Susan Meshwork advised members that there is common confusion between major and minor revisions. She noted that a minor change in a major section is considered a major revision.

Colin noted that a number of curriculum guidelines are sent directly to the Registrar's Office. He noted the Staff in the Office then have to send the guidelines to the Curriculum Committee for the appropriate approval process.

- 6.10 Report from the Education Technology Forum (**G. Rodwell**)  
There was no report.
7. NEW BUSINESS - For Information and Circulation
- 7.1 Former Douglas College Students at SFU - Report
- 7.2 Letter to Susan Witter from the Deputy Minister regarding student mobility and transfer

8. ADJOURNMENT: Moved by R. Coulson; Seconded by J. Koette, the meeting adjourned at 5:20 p.m.

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