Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, APRIL 11, 2011 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS

1. **ROLL CALL:**

Members Present:	**Regrets:**
Deb Anderson (Vice Chair)	Thor Borgford
Catherine Carlson	Gretchen Goertz
Kathy Denton	Bruce Hardy
Ron de Villa	Marina Kolar
Gerry Gramozis	**Absent:**
Leon Guppy	Tyson McKrae
Maria Iaquinta	
Ted James (Ex-Officio)	**Guests:**
Scott McAlpine (Ex-Officio)	Bill Archibald
Elizabeth McCausland (Chair)	Pauline Chow
Debbie McCloy	Marlene Graveson
Zaheeda Merchant	Jerin Mece
Gary Tennant	Geri Paterson
Robin Wylie	Tricia Rachfall
Kate Yoshitomi	Wesley Snider
Jo-Anne Bilquist (Secretary)	Cathy Tremblay

The Chair noted that Student Representative Aiko Lim has resigned from Council due to other commitments, and commended Aiko on her excellent service to Council.

2. **APPROVAL OF THE AGENDA**

The Chair asked members to approve a fluid Agenda.
Council agreed and the Agenda was approved as re-ordered.

3. **APPROVAL OF MINUTES**

The March 21, 2011 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1   Policy Items

a)   Proposed Revisions to *Academic Performance* Policy
Ted James was invited to speak to this item.

Strong support was noted from several faculties with regard to the proposed revisions around academic probation. It was suggested that at the top of page two where language has been added regarding a remediation plan, that this option come before the option to withdraw for a semester, as that would be the more preferable course of action.
Responding to a query regarding when this change would come into effect, Ted replied that this is still in the works, due to the number of calculations that need to be done. He hopes an announcement will come out within the next day or two, prior to the end of the registration period.

There being no further discussion,

MOVED by G. Gramozis; SECONDED by Z. Merchant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to the *Academic Performance* Policy.

The Motion was CARRIED.

b)   Proposed Amendment to the Terms of Reference for the Standing Committee on Educational Policies
The Chair noted that the Policy Committee has had a few volunteers since this item was circulated.

There being no further discussion,

MOVED by R. de Villa; SECONDED by D. McCloy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed amendment to the Terms of Reference for the Standing Committee on Educational Policies.

The Motion was CARRIED.

4.2   **Animal Health Technology: Continuance Grade**
Pauline Chow was invited to speak to this item.

Regarding the issue of when this revision would come into effect, T. James noted that based upon information provided, students in the program have been given ample notice, and the revision will be effective for September 2011.

There being no further discussion,

MOVED by G. Gramozis; SECONDED by Z. Merchant,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Continuance Grade for Animal Health Technology Programs.

The Motion was <u>CARRIED</u>.

4.3   **Commerce and Business Administration: Supplemental Exam Policy**
Ron de Villa was available to speak to any questions.

Ron noted that this system has been developed so that students are more accountable and Douglas College instructors have more control.

There being no further discussion,

MOVED by R. deVilla; SECONDED by L Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Supplemental Exam Policy in Commerce and Business Administration.

The Motion was <u>CARRIED</u>.

4.4   **Curriculum Committee Recommendations**

There was unanimous consent to Short-cycle the Motion to approve the Curriculum Committee recommendations as presented.

MOVED by R. Wylie; SECONDED by K. Yoshitomi,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for: CFCS 1112, CFCS 1142, CFCS 1242, CFCS 2212, CFCS 2332, CFCS 2391, CYCC 1141, THRT 1101, THRT 1102, THRT 2301, THRT 2309, THRT 2408, THRT 3601, THRT 3701, THRT 4704, THRT 4802, THRT 4901, CFCS 4905, HIST 1101

The Motion was <u>CARRIED</u>.

4.5 **<u>Admissions & Language Competency Committee Recommendations</u>**

There was unanimous consent to Short-cycle the Motion to approve the recommendations as presented.

MOVED by G. Tennant; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations presented by Admissions and Language Competency Committee.

The Motion was <u>CARRIED</u>.

5. <u>NEW BUSINESS</u>

5.1 **<u>Bachelor of Therapeutic Recreation: Revision</u>**
Geri Paterson and Tricia Rachfall were invited to speak to this item.

Geri advised that the revision came about due to changes in the education requirements outlined by the National Council for Therapeutic Recreation Certification. Asked whether the changes would create a situation in which students who had taken some time out of the program might now be ineligible for graduation, Geri noted that there is one 3 credit course that is required for certification, though students will have plenty of notice as they are phasing the changes in over the next 2 years, with the new requirements coming into effect for January 2013. Additionally, they are taking steps to notify all students, including updating the calendar.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion to approve the revisions as presented.

MOVED by G. Tennant; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed revisions to Bachelor of Therapeutic Recreation and Therapeutic Recreation Diploma programs.

The Motion was <u>CARRIED</u>.

5.2 <u>**Program Approval Policies (Degree, Non-Degree Credit and Non-Credit): Request to refer to Policy Committee**</u>
The Chair spoke to this item.

E. McCausland advised that she has met with several FECs and with VPAC to discuss the process; the goal is to streamline the processes without losing collegial consultation.

Responding to a query, Liz noted that there will still be 3 separate policies. The degree approval process is more formal and requires more consultation. The non credit process doesn't come through Council unless they want a credential. Kathy Denton noted that a feasibility study is required for any programs that need to go to DQAB.

A concern was raised regarding bullet 3 of the memo, and both Liz and Kathy pointed out that the approval of EdCo and VPAC remain independent of one another, but can happen at the same time, rather than in linear order.

Also discussed was the fact that currently there is no process in place for revising a degree program. The current wording implies that revision to a degree program would have to start at the beginning of the process.

Liz noted that they'd like to be working with the new processes in September and would like to have guidance in place. She advised that she will develop FAQs and a clear flow chart with a timeline, so people have a sense of how long the process will take.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion to refer to the Policy Committee.

MOVED by D. McCloy; SECONDED by R. deVilla,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the request to refer the Program Development and Approval Policies to the Policy Committee.

The Motion was <u>CARRIED</u>.

5.3 <u>**Faculty Education Committees: Revision to Terms of Reference**</u>
The Chair spoke to this item.

Liz indicated that this revision has come about because FECs were asking whether there were guidelines anywhere. She noted that FECs actually predate EdCo. Over the years, different local procedures have developed, and there is nothing in place for solving issues that arise. The goal is to develop some general Terms of Reference that would be a guideline, probably with some slight modifications to local considerations.

A discussion ensued with regard to the relationship between the proposed TORs and the bylaws concerning FECs (specifically bylaw 3.10).

Agreement that a sub-committee, comprised of R. de Villa, R. Wylie and L. McCausland will investigate further, and the item will be discussed further at the next Council meeting.

6. <u>REPORTS</u>

6.1 <u>**Report from the Chair**</u>
a) March 2011 Report to the Board
b) Education Council Advice on the 2011/2012 Budget
The Chair noted that the Appeals Tribunal has completed its work. She extended appreciation to Kate Yoshitomi, Maria Iaquinta and Gretchen Goertz for all the work that went into this process.

6.2 <u>**Report from the President**</u>
The President noted that his April report went out via email last week. He thanked Education Council for their advice on the Budget; he commented that the consultation has been a positive experience and that the multi-year framework has been welcomed across the institution.
Scott also noted the announcement of a new AVP ER, Wanda Sanginesi, who will begin her new position on May 9th.

6.3 <u>**Report from the Board Representative**</u>
There is currently no Board Representative.

6.4 **Report from the Secretary**
J. Bilquist noted the DRAFT EdCo Schedule for the 2011 2012 year and asked Council members to contact her if they had any concerns with the proposed dates.

6.5 **Report from the Curriculum Committee**
There is no report.

6.6 **Report from the Standing Committee on Admissions and Language Competency Standards**
There is no report.

6.7 **Report from the Educational Excellence Committee**
The committee representative had nothing further to report.

6.8 **Report from the Standing Committee on Educational Policies**
There is no report.

7. OTHER BUSINESS

7.1 **2011/2012 Education Council DRAFT Meeting Schedule**

7.2 **Concept Paper: Foundation Year**

ACTION: **Please refer this item to constituency groups for information.**

8. NEXT MEETING

May 16, 2011 at 2:15 pm in the Boardroom (4920), New Westminster Campus

9. ADJOURNMENT

MOVED by G. Gramozis; SECONDED by Z. Merchant that the meeting be adjourned.
The meeting adjourned at 5:15 pm.

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           Chair   **Secretary**