

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, DECEMBER 13, 1999 AT 2:30 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Ray Chapman
Terry Farrell
Cristina Gecolea
Christian Guillou
Sarah Hossack
Edward Inoue
Anna Jajic
Ted James
Kim Longmuir
Wilma Marshall
Dawn McDonald
Beverley Miller
Carole Nelson (Ex-Officio)
Brenda Pickard (Secretary)
Elliot Fox Povey

David Samuel
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)

Regrets:

Dave Seaweed

Absent:

Michael Blefare

Guests:

Claudia Beaven
Lorna McCallum
Adrienne Peacock
Calvin Wharton

The Chair called the meeting to order at 2:35 p.m.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented. The order of the Agenda was changed as necessary to accommodate the guests.
3. APPROVAL OF THE MINUTES OF NOVEMBER 15, 1999 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES:
 - 4.1 Marketing Management Program Revision: The Chair referred to Council's discussion in November, specifically regarding the program's compliance with the Language Competency policy. A memo from Gerard Edwards clarified that CMNS 115 (or any English university transfer course as an equivalent) must be taken early in the program as it is a pre-requisite to at least eight marketing

courses. The Chair noted the difficulty of enforcing entry-level language competency requirements in open-enrollment areas.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Marketing Management Program Revisions as submitted, including both changes to the program content and the addition of two new credentials: Marketing Management Citation and Marketing Management Certificate.

The Motion was CARRIED.

The Chair asked Barbara Allen to extend Council's appreciation to Gerard Edwards for the detail and clarity of the Marketing Department's submission to Council.

- 4.2 Policy Revision E04.01.12 - Academic Dishonesty (Motion for Approval); Motion to Withdraw E04.01.12, 1995: The Chair clarified that this is a revision of the 1995 policy entitled Academic Dishonesty. She noted that the revision attempts to put the onus on the student to be honest rather than on the institution or faculty to police acts of dishonesty, to define terms, and to clarify and make more specific the process for addressing academic dishonesty. The following questions were raised:

- is the College assuming students know what honesty is, and should there be a statement defining it;
- should instructor invigilation practices be defined in the policy as they were in the previous one;
- should the policy contain guidelines for internet use;
- should the policy contain guidelines for group work;
- should there be established guidelines for tutors and those who provide assistance to students;
- with respect to a second confirmed offense, is there any flexibility (at this point, Susan Witter described two situations in which a second offense was confirmed; however, due to unique circumstances, the students were not expelled); and,
- should this policy be included in the College Calendar?

These issues will be forwarded to the Policy Committee for consideration.

- 4.3 Advanced Diploma: The Chair reminded members that the issue of a definition for the Advanced Diploma arose when Council revised the *Credentials* policy.

As a result, the Education Committee of the Board developed four elements toward a definition now before Council for consideration. Ensuing discussion focused on clarifying that we were defining a credential not establishing parameters for content. It was generally agreed that the elements the Education Committee had developed provided a satisfactory basis for further discussions. Janet will take them back to the Education Committee for direction as to where we go from here.

- 4.4 Continuing Education Certificate Program Approval Process - Curriculum Committee Composition: The Chair explained that according to the approved policy, a new Continuing Education (CE) Certificate Program proposal will be submitted to the Education Council Curriculum Committee for recommendation to Education Council. The reason for the short-cycled process is that CE Programs need to be able to respond quickly to community needs. In order to ensure that the short-cycled process for CE programs parallels as closely as possible the regular cycle for credit programs and permits the same kind of thorough information and discussion, it was agreed that, when beneficial, the Community Programmer originating the program and/or the Education Council member of a FEC that has approved the program would be invited to the Curriculum Committee meeting to provide information and answer questions. Council members were also reminded that they could request a full cycle for any program they felt the need to take back to their constituent groups for feedback.

It was further agreed that the policy governing CE Certificate Program Approval should be reviewed in 2001.

- 4.5 Semester Length Review Task Force: David Samuel advised members that the Task Force is in the process of compiling the results of the questionnaire, to be completed by the end of December.

The Task Force had received concerns regarding possible funding cuts from the Ministry in particular areas if the College goes to a 13 week semester. A suggestion was made to invite a representative from Finance to address the Task Force on this issue. Susan Witter suggested that the Task Force concentrate on the pedagogical rather than financial implications of its recommendations.

Susan noted that other Colleges have successfully moved to a 13 week semester without a cut in funding. A reduction to 13 weeks would affect the College's FTE performance or utilization rate; it would not trigger funding cuts.

- 4.6 Task Group on Open Enrollment Admissions: Michael Wilson advised Council members that the Committee met on November 29, and is in the process of reviewing its Terms of Reference.

5. NEW BUSINESS

- 5.1 New Associate Degree Specialisations: Associate of Arts (Creative Writing) and

Associate of Arts (Women's Studies and Gender Relations): The Chair reminded members that Council's role is to ensure that the specialisations are compatible with the Strategic Directions of the College, that a reasonable process has been followed in determining the particular selection of courses for each credential and that all necessary consultations have taken place.

In response to a question, Lorna McCallum clarified that the courses in the specialisations are university transferable.

Further discussion noted the attractiveness of associate degree specialisations to students, and the need to publicize these specialisations in the College Calendar and to Grade 12 students.

Members were asked to take these specialisations back to their constituent groups for feedback before the next meeting.

- 5.2 "The Associate Degree as a Transfer Credential": Adrienne Peacock, member of the Associate Degree Review Task Force, provided information about proposed revisions to the Associate Degree credentials. Preliminary feedback included the following:

- strong support for block transfer initiatives;
- concern that the math requirement in the Associate of Arts degree constituted a significant barrier to many arts students, even when broadened to include statistics courses;
- a question about whether Computer Information Systems courses would be considered as Computer Science courses; and
- support for the overall average C grade.

Members were invited to take the proposed revisions back to their constituencies for information and further feedback. The Chair will communicate Council's preliminary feedback to the Task Force before the January 15th deadline and any additional recommendations received at our January meeting as quickly as possible after that.

- 5.3 Curriculum Committee Recommendations: The Chair referred to the memo contained in the Council package from Ray Chapman.

MOVED by D. Wilson, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted Curriculum Guidelines.

The Motion was CARRIED.

MOVED by M. Wilson, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CRIM 100, 101, 160, 170, 220, 251, 252, 254, 256, 261, 262, and 275, CRIM 304, CISY 110, CISY 310, HORM 420, Math 115, 120, 191, Physics 110, and PHED 312 and 313.

The Motion was CARRIED.

Members were informed that the Curriculum Committee would like the Policy Committee to review what constitutes major and minor revisions as defined in the policy.

MOVED by B. Allen, SECONDED by T. Farrell,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to request the Policy Committee to review what constitutes major and minor revisions in the *Curriculum Development and Approval* policy.

The Motion was CARRIED.

MOVED by D. McDonald, SECONDED by T. Farrell,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer the definition of major and minor revisions as outlined in the *Curriculum Development and Approval* policy to the Policy Committee for review and subsequent recommendation to Education Council.

The Motion was CARRIED.

At this point W. Marshall joined the meeting.

- 5.4 Budget Guidelines: Susan Witter advised members that the development of the 2000/2001 budget guidelines has commenced. The Budget Committee (SMT) is asking Education Council members to take the guidelines back to their constituents for feedback. The Committee will receive the feedback and forward

recommendations to the Board.

At this point C. Nelson joined the meeting.

- 5.5 Education Council Climate Check: The Chair referred to her memo of December 1, and asked members to take the “constituent communication loop” questions to their constituent groups in January for feedback at February’s meeting. Other elements were postponed until the January meeting.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members that the **deadline for submission of agenda items to the January package is January 5, 2000.**

B. Allen advised members that updates to the home page will be complete in January, 2000.

6.2 Report from the President

The President referred to the *Skills, Knowledge, and Values of Life-long Learners* document in the package. She noted that a collaborative undertaking throughout the College will begin in the New Year in order to identify essential abilities.

The President reported that the College received no definite commitment from the Ministry for 250 FTEs to open David Lam this summer. She added that this does not mean that the College will not receive the funding; however, if received now, the funding will have arrived too late to organize a summer semester, 2000 at David Lam.

In response to a question, the President assured members that the Board is continuing its advocacy for the David Lam summer opening.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

Minutes of a meeting held November 17, 1999 were received in the package.

6.5 Report from the Standing Committee on Planning and Priorities

There was no report.

6.6 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

- 6.7 Report from the Residency Credit Exemption Committee
Trish Angus reported that two students in the Residency Care Attendant Program have received 100 percent residency exemption.
 - 6.8 Report from the Educational Excellence Committee
Minutes of the November 22, 1999 meeting were distributed.
 - 6.9 Report from the Curriculum Committee
There was no report.
 - 6.10 Report from the Research and Standardized Testing Committee
Ted James reported that a meeting date has been scheduled for January.
 - 6.11 Report from the Education Technology Forum
Concerns were expressed about a recent ETF meeting. Wilma Marshall and Barbara Allen will present a report to Council at its next meeting.
7. NEW BUSINESS (For Information)
- 7.1 Student Appeals
 - 7.2 National Survey of Student Engagement
 - 7.3 Results of Faculty Survey about Unmet Enrollment Demand
 - 7.4 Executive Summary, Cross-Canada PLAR Research Study
 - 7.5 Learning Quarterly
8. ADJOURNMENT MOVED by D. McDonald, SECONDED by E. Fox Povey; the meeting adjourned at 4:40 p.m.

_____ Chair _____ Secretary