

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, DECEMBER 11, 2000 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice-Chair)
Michael Wilson

Janet Allwork (Chair)
Susan Witter

Trish Angus (Non-Voting)
Ryan Wray

Michael Blefare

Sandra Boyle (Ex-Officio)

Ray Chapman

Regrets:

Terry Farrell
Wilma Marshall

Christian Guillou

Edward Inoue

Anna Jajic

Absent:

Ted James
Kim Longmuir

Dennis Lancien

Jan Lindsay

Guests:

Brenda Pickard (Secretary)
Dave Burgess

David Samuel
Bob Cowin

Dave Seaweed
John Fleming

Geraldine Street
Susan Smythe

Catherine Willems

Carly Turner
Des Wilson
Tom Whalley

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked that item 5.2 be dealt with after 4.2. The Agenda was approved as reordered.
3. APPROVAL OF THE MINUTES OF THE NOVEMBER 20, 2000 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Full Program Proposal - Youth Justice Worker: John Fleming and Dave Burgess thanked members for their feedback and for their support of the program. John briefed members concerning the various external committees the proposal has gone to adding that discussions are ongoing with SFU and UCFV in articulating two university transfer practicum courses. He advised members of the support from the RCMP and a number of municipal forces and the Ministry for Children and Families. He further added the RCMP are anxious to have new recruits and current force members involved in the program.

In response to a question, John explained that at the developmental stage of the program there was an elective component. He clarified that as there is now no space in the program for electives, the list of “optional courses” could be changed to either pre- or post-credential offerings. It was noted that CMNS 217 and CMNS 316 might be considered for the pre- or post-credential component.

Dave advised members that emotional stability issues are assessed by medical professionals with the knowledge and consent of the applicant. He informed members that the preamble section of the CFCS medical form describes the types of career fields and practicum settings that students may encounter.

MOVED by M. Wilson, SECONDED by T. Farrell,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Full Program Proposal for the Youth Justice Worker Diploma program.

The Motion was CARRIED.

The Chair thanked John and Dave for their hard work on this project.

The Chair advised members this will now be presented to SMT for information and subsequently submitted to the Ministry under the President's signature for final approval.

- 4.2 Program Revision - Early Childhood Education: Jan briefly noted that the revisions to fourth semester offerings are in response to the changing needs in the ECE field.

Jan advised members that although the fourth semester no longer contains space for electives, students may return to the College to take a Citation in Infant/Toddler.

MOVED by R. Chapman, SECONDED by E. Inoue,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the ECE Program revision to remove the Infant/Toddler and UT streams and require the Special Needs stream of Diploma graduates.

The Motion was CARRIED.

- 4.3 College-Wide P.D. Day - Follow-up: The Chair reminded members that at the last meeting Council approved in principle the request for one non-teaching day in the 2001/2002 academic year to be set aside as a pilot project for a College-wide P.D. Day. Susan Witter was unable to attend the past two meetings at which the subject was discussed and asked that this item be placed on this month's agenda for follow-up to ensure that the recommendation is not lost.

S. Witter advised members that her goals and objectives this year included an emphasis on fostering an atmosphere of teaching and learning excellence and therefore she would like to encourage further discussions of a P.D. Day.

Tom Whalley advised members that discussions between Douglas Development and the College-wide Faculty Development Committee have resulted in the recommendation to use the Wednesday preceding the study break in the Winter semester of 2002 for a College-wide P.D. Day. It was clarified that Wednesday evening classes would not be affected.

In response to a question, C. Guillou advised members that Learning Resources could manage with two or three auxiliaries during the P.D. Day.

A concern was raised as to replacements for CE registration staff on this day.

After considerable discussion, it was agreed that Council would endorse the choice of the Wednesday before the February study break as a College-wide P.D. Day in 2002. It was agreed to approve this pilot project for an initial two years with a review after the first year.

ACTION Please take this to your constituents for information.

- 4.4 Policy amendment: Credentials Policy: The Chair reminded members that the revisions were related to the format of the policy and not the content.

MOVED by J. Lindsay, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Credentials policy as revised.

The Motion was CARRIED.

As these changes to the policy do not affect students, it was agreed that the revisions will be effective immediately.

ACTION Please take this to your constituents for their information.

- 4.5 Budget Guidelines: S. Witter noted that no major changes have been made to the 2001/2002 Guidelines. She asked members to forward any feedback to her prior to Council's January meeting. She was hopeful that the Guidelines would be ready for presentation to the Board in February.

ACTION The Chair asked members to solicit feedback from their constituencies. Feedback should be forwarded to S. Witter prior to the January Council meeting.

- 4.6 Instructor's Course Outline Template Instructions: The instructions were distributed at the meeting. The Secretary advised members that the template has been formatted for both Word and Word Perfect. She added that the template will be available via the website in the near future. Any questions/ concerns/ feedback can be directed to the Secretary, local 5520.
- 4.7 Curriculum Committee Recommendations: R. Chapman advised members that the Committee will be distributing a memo to the Deans and FEC /DEC Chairs clarifying the steps for submissions to the Curriculum Committee.

It was clarified that changing the maximum class size to 18 for EASL 164, EASL 264, EASL 364, EASL 464 and EASL 465 courses was consistent with other EASL courses.

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

MOVED by E. Inoue, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CFCS 140, CFCS 141, INTR 142, ECED 182, ECED 482, ECED 483, MATH 101, CHEM 104, CHEM 110, CHEM 205, CHEM 210, EASL 164, EASL 264, EASL 364, EASL 464, EASL 465, BOCE 130, BOCE 131, BOCE 230, BOCE 231, COAC 350, COAC 355, COAC 442 and STSU 080.

The Motion was CARRIED.

- 4.8 Admission requirements for Open Enrollment Programs: The Chair advised members that the Committee has completed its discussions and expects to bring forward a recommendation to the January meeting.
5. NEW BUSINESS
- 5.1 Policy revisions: Curriculum Development and Approval; Admissions: T. Angus reported that there has been some confusion as to the notification period for pre-

requisite changes. Therefore, Trish asks that the Policy Sub-Committee consider the following policy changes: Remove information pertaining to pre-requisites from the Admission Policy and place it into the Curriculum Development and Approval Policy; and, change the Admission Policy to refer to “revised admission criteria” as well as “new criteria”. She added that a recent decision was made to update the online version of the Calendar three times per year (April, November and July) and make it the official version of the Calendar. Trish recommended that notification of restrictive pre-requisite changes be one year from publication in the online version of the Calendar. She asked that the Sub-Committee also consider a shorter notification period for changes of a less restrictive nature but advised members that faculty need clarification as to what constitutes restrictive and less restrictive requirements. R. Chapman added that it would be helpful for these requirements to be clearly identified on submitted Curriculum Guidelines.

There was unanimous consent to short-cycle the referral of the two policies to the Policy Committee.

MOVED by D. Lancien, SECONDED by E. Inoue,

BE IT AND IT WAS RESOLVED:

THAT Education Council agree to refer the *Curriculum Development and Approval Policy* and the *Admissions Policy* to the Policy Committee for their consideration of the changes proposed in Trish Angus’ memo dated November 27, 2000.

The Motion was CARRIED.

- 5.2 Establishment of Unit Review Co-ordinating Committee: The Chair reminded members that the Unit Review Task Force report was approved in principle last year by Council. She advised members that Council is now being asked to approve the composition of the Task Force.

Bob Cowin explained that the unit review is a system by which programs and services are evaluated. He advised members that as a result of the changes to the unit review system as recommended by the Unit Review Task Force, the Unit Review Co-ordinating Committee (URCC) was proposed.

Education Council was being asked now to approve in principle the role and membership of the URCC, subject to modification after some pilot reviews have

been conducted.

Ensuing discussion focused on several points: was this Committee really necessary; would it add significantly to already untenable workloads; to whom would the Committee report; how would the Committee be evaluated for its effectiveness; at what point would student input be most useful?

It was agreed that the proposed membership be revised to include the Vice-Chair and (alternate: past Vice-Chair)

There was consent to short-cycle the motion to approve in principle the role and membership of the Unit Review Co-ordinating Committee.

MOVED by D. Samuel, SECONDED by G. Street,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve in principle the role and membership of the Unit Review Co-ordinating Committee, subject to modification after three pilot reviews have been conducted.

The Motion was CARRIED.

5.3 Year-end review: Reports from:

Values Committee

The Chair reported that five small groups are drafting their vision of the College's values. These statements will be brought forward to the Values Committee by January 15, 2001. She noted the Committee's work should be complete before the end of the Winter term.

Equity Policy

As there was no Committee representative, the Chair advised members that the next meeting was scheduled for December 13th. Work on the policy is postponed until the Values work is complete.

Terms for Affiliation

The Committee will be meeting Wednesday, December 13th to begin drafting a policy.

PLA and Residency

J. Lindsay reported that this group will be liaising with the Policy Committee to revise the PLA policy.

The Chair suggested that in the New Year Council review and recommend changes, if necessary, to the terms of reference of Council committees and consider whether Council is best served by the particular mix of committees currently established.

Other longer-term discussions include how to facilitate interdisciplinary initiatives, related to which a proposal may be forthcoming next term, and the uses and abuses of educational technology which it was suggested was already being addressed by the Educational Technology Planning Committee.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members that the Educational Excellence Awards will be presented prior to the Board meeting on December 14th and encouraged all to attend.

The Chair advised members that the Appeal Tribunal was called into existence and had completed an appeal.

The Chair encouraged Committee representatives to submit written reports for the Council package.

ACTION Please forward any material for January's meeting to the Chair prior to the holiday break as the package closes January 4th, 2001.

6.2 Report from the President

The President advised members that SMT and the Deans are working on campus configuration. With the view of supporting FTE requests, the President added that the group is looking at long term programs and services for the next five years at the New Westminster campus and the next three years at the David Lam campus. Included in these discussions will be a review of enrollment trends over the past five years.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

There was no report.

- 6.5 Report from the Standing Committee on Planning and Priorities
A report was received in the package.
- 6.6 Report from the Standing Committee on Admissions and Language Competency Standards
A report was received in the package.
- 6.7 Report from the Residency Credit Exemption Committee
There was no report.
- 6.8 Report from the Educational Excellence Committee
a) An update on activities for presentation of awards on December 14th, 2000 was received in the package.
b) Notes of a meeting held on November 8, 2000 were received in the package.
- 6.9 Report from the Curriculum Committee
R. Chapman advised member that a memo will be sent out within the next week to the Deans and FEC/DEC chairs.
- 6.10 Report from the Research and Standardized Testing Committee
T. James reported that the Committee will be meeting to review the received feedback to the terms of reference. He noted that this may come back to Council and SMT for support and endorsement.

The issue as to whether the institution is committed to supporting research was raised again.
- 6.11 Report from the Education Technology Forum
There was no report.
- 6.12 Report from the International Education Advisory Committee
T. Farrell indicated that the Committee will be reviewing its long-term future.
7. NEW BUSINESS - For Information and Circulation
7.1 Former students' views regarding their growth as citizens
7.2 BCCAT Newsletter

8. ADJOURNMENT: Moved by C. Willems, Seconded by E. Inoue, the meeting adjourned at 4:00 p.m.

_____ Chair _____ Secretary