

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, FEBRUARY 17, 2003 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Hudson Andrews  
Trish Angus (Non-Voting)  
Laura Byrne  
Colin Campbell  
Ray Chapman  
Steve Gadsby  
Ted James  
Ann Kitching (ex-Officio)  
Joel Koette  
Jan Lindsay  
Kim Longmuir  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Penny Swanson (Chair)  
Trevor Tombe  
Carey Vivian

Wendy Wheeler  
Des Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

Marilyn Brulhart  
Graham Rodwell

**Guests:**

Yasmin Irani  
John McKendry  
Brenda Walton

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The Chair congratulated Kim Longmuir on her new one year position as the Women's Centre Coordinator.

2. APPROVAL OF THE AGENDA The Chair asked to switch items 4.5 and 4.6 as a course was coming through both the Admissions and Language Competency Committee and the Curriculum Committee. Item 7.1 was added - Revised Administrative Policies. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE JANUARY 20, 2003 MEETING The Minutes were approved as circulated.
4. NEW BUSINESS

- 4.1 On-line Content in Courses - Notifying Students: The Chair reminded members that this enquiry was from the Library regarding how students are notified that courses are either wholly or partially on-line. She added that she had met with the Registrar and was advised that her Office is working to place icons in the calendar to indicate courses which are wholly or partly on-line. She noted that, at the present time, the Registrar's Office rely on instructors to let them know if their course has an on-line component. The Chair added that the Registrar is looking into placing a general notice in the catalogue that any course may have an on-line component.
- 4.2 Student Success Task Force: Proposals Regarding Student Entry: The Chair reminded members that the proposals are being brought forward from January's meeting for feedback. She noted that Council is being asked to approve in principle the three proposals so the Task Force can go back and do the detailed work on the implications and policies affected.

E. Neufeld distributed a paper containing her Faculty's concerns regarding the three proposals.

- 4.2 a) Proposal One: General College Admission (open enrollment) T. James reminded members that this recommendation, if approved, will establish a minimum general admission requirement for open enrolment areas and will require students to achieve a grade of C or above in English 12 or an approved equivalent. He noted that those students who do not meet the requirement can upgrade their skills through Developmental Studies or English as a Second Language courses or by taking courses elsewhere such as Continuing Education. T. James noted that this requirement does not apply to closed enrolment areas as they have established their own admission requirements.

- Concern was expressed regarding reinstating the requirement of transcripts. It was noted that the easing of this requirement a few years ago was beneficial for Developmental Studies students in that it was difficult for many students to provide a transcript. It was added that if this proposal was approved it could create another barrier for some students. The Registrar noted that the majority of transcripts are sent electronically directly from the Ministry. She added the transcript requirement would not present difficulties for international student.
- Discussion concerning the acceptance of Communications 12 with a grade of C being equivalent to English 12 with C ensued.

L. Byrne advised members of a C2T2 study on Business Administration Proficiencies. She noted that three B.C. colleges or university colleges specifically listed Communications 12 as an acceptable prerequisite to their business programs: College of New Caledonia, College of the Rockies and Okanagan University College (with a 70% or greater). She added that Kwantlen accepts Communications 12 with a C as an equivalent to English 12.

L. Byrne advised members that a study is currently underway in Commerce and Business that is examining the success of students in BUSN 210 (Management Essentials) for the Winter 2002 semester in conjunction with the high school English 12 grade the student had earned. The grades of a total of 250 students with English 12 who had registered in BUSN 210 during the Winter 2002 semester were part of the study. Of these, 45% with a grade of English 12 with a C- passed BUSN 210, and 59% of the students entering with a grade of English 12 with a C passed BUSN 210. 74% of students who had earned a C+ on English 12 passed BUSN 210.

L. Byrne noted that, for university transfer students, a separate study was done that examined the number of students who received a B or better in BUSN 210 and their corresponding English 12 grade. She noted that 15% of the students earning a C on English 12 received a grade of at least a B in BUSN 210, while 30% of students with a C+ in English 12 earned at least a B in BUSN 210. For university transfer purposes (UT), the results of this study would indicate that UT programs may consider having an English 12 with a C+ entrance requirement. T. Angus advised members that a standard admission requirement would need to be put in place across the entire College and not to have higher admission standards in one area.

L. Byrne concluded that the study did examine the results of students with Communications 12 (11 in the sample), and found that 50% of students with Communications 12 only passed BUSN 210.

There being no further discussion:

**MOVED by R. Chapman, SECONDED by C. Campbell,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council support in principle that Douglas College establish a minimum general admission requirement for open enrolment areas in Language, Literature and Performing Arts, Science and Technology, Commerce and Business Administration, Humanities and Social Sciences and Student Development that requires students have achieved a grade of C or above in English 12 or an approved equivalent. Where students have not achieved these standards, they would be limited to the appropriate Developmental Education courses at Douglas College or would be required to meet this standard via equivalencies obtained elsewhere.**

The Motion was CARRIED.

4.2 b) Proposal Two: Preferential Admission (closed programs) T. James noted that this proposal would permit, where appropriate, closed enrolment programs to admit students according to their suitability for a program, rather than on a first-come, first-serve basis as happens now by date of application.

- T. James noted that closed enrolment programs could establish a process wherein applicants who apply could be put in a pool and selected from that pool on the basis of merit and not just date of application as currently takes place. This he added would possibly address one of the issues of high attrition rates.
- Appreciation was expressed from a number of members regarding the flexibility of this proposal.
- There was some discussion regarding completion of prerequisites prior to being wait-listed as opposed to completion of prerequisites while on the wait-list. It was noted that in some areas students who are on a wait-list are allowed three months to complete their prerequisites, if they have not successfully completed the prerequisites they are then dropped from the wait-list.

There being no further discussion:

**MOVED by S. Gadsby, SECONDED by M. Ouellet,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve in principle that the College approve preferential admission processes for closed enrolment**

**programs when it can be demonstrated that the introduction of such processes: has the potential to positively affect attrition rates and program quality, is affordable in terms of financial and human resources, and will still allow for full enrolments into the program.**

**The Motion was CARRIED.**

4.2c) Proposal Three: Priority Registration (open enrolment): T. James reminded members that this proposal seeks to amend the current registration system for open enrolment courses by permitting those students with higher GPAs - whether new or returning students - to register earlier in the registration process. He noted the current system of registration prioritizes as such: students who have a GPA above 2.0, new students, and finally students with GPAs below 2.0. He noted the proposal would expand the categories from three to six.

- It was noted that the GPA calculation would be on the last completed semester.
- There was considerable discussion regarding the number of courses GPA would be based on. For example: would a minimum number of courses be required? perhaps a minimum of three courses? would this penalize students who take more courses and have a lower GPA as a result of more course work?
- It was noted that “success” cannot always be measured on performance. External environments need to be looked at as well.
- It was noted that students have access to Counsellors and Academic Advisors who will review, upon student request, areas of strengths/weaknesses, skills, talents and abilities to help the student design a solid academic plan for themselves.
- Concern was expressed as to how the calculation of GPA for Mastery courses was going to be done.

There being no further discussion:

**MOVED by T. Tombe, SECONDED by E. Neufeld,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve in principle that the current**

registration process for open enrolment courses should be amended to increase the number of categories from three to six. These would be in priority order as follows: 1. Returning students with college GPAs of 3.0 or above, in descending increments of .05 (thus 4.0 would register before 3.5); 2. New students with secondary school GPAs (or equivalents) of 3.0 or above, in descending 0.5 increments; 3. returning students with college GPAs of higher than 2.0 but lower than 3.0, in descending 0.5 increments; 4. New students with secondary school GPAs (or equivalents) of higher than 2.0 but lower than 3.0, in descending 0.5 increments; 5. Returning students with college GPAs of less than 2.0, in descending 0.5 increments; and, 6. New students with secondary school GPAs (or equivalents) of less than 2.0, in descending 0.5 increments.

The Motion was CARRIED.

The President noted that she was pleased to see the recommendations moving forward and thanked everyone for their work and feedback to the proposals.

- 4.3 Applied Degree Standards Committee: H. Andrews advised members that the Applied Degree Policy Framework has been released in confidential draft form. He noted the April 30<sup>th</sup> Forum on Applied Degrees sponsored by Douglas Development.

The President noted that the document will be on the March Education Council agenda. She noted that the Framework is not for distribution outside the institution.

- 4.4 Student Success Task Force: T. James advised members that three proposals regarding student progress will come to Council next month. The topics will include academic performance, excellence programming and strategies for enhancing learning.
- 4.5 Curriculum Committee Recommendations: In response to a question, D. Wilson advised members that the increase in contact hours for BIOL 210 is a result of the addition of a tutorial for the course.

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

**MOVED by K. Longmuir, SECONDED by D. Wilson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the curriculum guidelines for PSYC 300; THRT 112, THRT 223, THRT 224, INTR 142, INTR 175, INTR 225, INTR 241, INTR 275, INTR 280, INTR 300, INTR 310, INTR 375, INTR 400, INTR 420, INTR 475, BIOL 103, BIOL 109, BIOL 203, BIOL 209, BIOL 210, BIOL 300, BIOL 320, BIOL 321, BIOL 322, CHEM 321, CMPT 101, CMPT 150, CMPT 210 and CMPT 250.**

**The Motion was CARRIED.**

4.6 Admission and Language Competency Recommendations

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

**MOVED by A. Patko, SECONDED by J. Lindsay,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve 1) a reduction of volunteer/work hours from 100 to 60 for admission to the Classroom and Community Support program; and, 2) a prerequisite of BC Principles of Math 11 with a grade of C for Psychology 300.**

**The Motions were CARRIED.**

5. NEW BUSINESS

- 5.1 Withdrawals, Course and Status Changes policy: The Chair advised members that this is the first policy on the regular review cycle that is coming to Education Council.

**ACTION Please take this to your FECs/DECs for feedback at the March meeting.**

- 5.2 Information Session Regarding SFU Undergraduate Curricula: The Chair asked members to forward feedback directly to Rita Chudnovsky who will pass it on to Dr. Krebs so that he will have time to prepare responses to feedback at the **March 6, 2003 meeting from 12:00 - 2:00 p.m.** (Board room - NWC). The Chair encouraged all members to attend.

**ACTION Please advise members of your constituencies of the upcoming meeting.**

John McKendry advised members of the work Graham Rodwell and Lorna McCallum are doing concerning a potential Associate of Arts Degree at Douglas College.

- 5.3 Revised Community Social Service Worker Program: The Chair advised members that, since this is a change to a program rather than a specific course, this item comes directly to Education Council for decision.

R. Chapman advised members that, in the process of reviewing the program, it was felt that some of the elective courses should become a requirement of the program. It was noted that the change would not affect the number of required credits rather the total number of required courses for program completion.

**ACTION** Please take this to your FECs/DECs for feedback and decision at the March meeting.

- 5.4 Quick Response Proposal Review Process: The Chair advised members that this item was on the Agenda for information. She added that the programs which may be offered via this process will be ones that have or will have come through Education Council.
- 5.5 Education Training Relationships with China: The Chair advised members that this item was on the Agenda for information and background for Council members. She noted that affiliation agreements may come to Council as a result of Guangwei Ouyang's work in China.

## 6. REPORTS

### 6.1 Report from the Chair

There was no report.

### 6.2 Report from the President

The President reported that she is looking forward to more information from the Ministry of Advanced Education on the Leading Edge Endowment Fund and how BC Colleges could apply through this fund. She noted that it was indicated in this year's budget that the Ministry would be committing money to this fund. The President added that information on this topic is available on the Ministry's website.

The President advised members that the College is proceeding to tender for work on the 5<sup>th</sup> and 6<sup>th</sup> floor.

The President advised members that the College will receive its budget tomorrow

and did not expect “any surprises”.

The President advised members that her President’s Report would be sent to “ALL” by the end of the day.

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 Standing Committee on Educational Policies

K. Longmuir reported that the next meeting is February 18, 2003.

6.6 Report from the Standing Committee on Planning and Priorities

There was no report.

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

The Registrar reminded members that elections for new Council members is ongoing. She noted that she has received four nominations for the two staff positions; one nomination for four student positions; and, two Faculty nominations for ten positions.

The Chair asked members to consider remaining on Council for another year to provide some continuity.

**Note from the Secretary: If you are not planning to continue as an Education Council member, please encourage members from within your constituency to put their names forward. The Registrar will not extend the nomination process. The deadline for nominations for Faculty is March 6, 2003.**

6.8 Report from the Educational Excellence Committee

L. Byrne advised members that the Educational Excellence Committee was in need of an administrator and two students. J. Koette expressed an interest in joining the Committee.

L. Byrne reminded members the deadline to receive nominations is March 28<sup>th</sup>, 2003.

6.9 Report from the Curriculum Committee

There was no report.

- 6.10 Report from the Research Ethics Board (REB)  
S. Meshwork advised members that the REB is continuing to work on the policy and incorporating feedback received from the College.
- 6.11 Report from the Education Technology Forum  
There was no report.
- 6.12 Report from the International Education Advisory Committee  
There was no report.
  
- 7. NEW BUSINESS
  - 7.1 Revised Administrative Policies: *A 10.02.01 Standards of Conduct Involving College Employees; A 10.02.02 Standards of Student User Conduct*
  
- 8. ADJOURNMENT Moved by H. Andrews. Seconded by G. Rodwell, the meeting adjourned at 5:20 p.m.

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