



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, February 20th, 2006 at 4:15 p.m.
New Westminster Campus, Boardroom

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Marilyn Brulhart
Jan Carrie
Sam Cheng
Rosilyn Coulson
Gerry Gramozis
Leon Guppy
Sean Hibbitts
Rabey Husini
Anna Jajic (Vice-Chair)
Ted James
Jan Lindsay
Les Marshall
Elizabeth McCausland
Susan Meshwork (Chair)
Colleen Murphy
Brenda Pickard (Secretary)
Teryl Smith
Heidi Taylor
Susan Witter (Ex-Officio)

Regrets:

Graeme Bowbrick
Elizabeth Helps
Ann Kitching (Ex-Officio)
David West

Guests:

Ray Chapman
Blaine Jensen
Lori Woods

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved.

The Chair introduced Leon Guppy as the new Science and Technology representative replacing Lucia Fuentes.

3. APPROVAL OF THE MINUTES OF THE DECEMBER 12, 2005 MEETING:
The Chair advised members that the minutes will come to a future meeting for approval.

4. BUSINESS ARISING FROM THE JANUARY 16th, 2006 MINUTES

4.1 Program and Service Evaluation Guide

The Chair asked members for formal advice from their FECs/DECs.

L. Marshal advised Council that, in general, the CBA FEC was happy with the Guide; however they expressed concern with DCFA members being involved with discussions regarding program restructuring/elimination.

In response to a question, Blaine advised members that this is a Guide developed on policy it is not a policy framework. He noted it is not 100% prescriptive on how we do things.

In response to a question, Blaine advised members the process is flexible in that once reviews begin some changes in process will naturally occur.

It was noted major reviews will require a “huge time commitment” from faculty and a question was raised if there will be additional resources beyond accountable time to assist faculty.

The Chair thanked members for their feedback and advised that she will send formal advice to Blaine Jensen.

4.2 Admission and Language Competency Committee Recommendations

There was unanimous consent to short-cycle the Admission and Language Competency Committee recommendations.

MOVED by T. Smith; SECONDED by S. Hibbitts,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve 1) the recommendation that the minimum age of 19 be required for admission to the *second* semester of the Child and Youth Care Counsellor program; and, 2) the recommendation that students with assessment scores of 3 – 11 arrange to write the DVST placement test for an evaluation of their math level within the DVST curriculum for the GNUR/HISP/CISY programs.

The Motions were CARRIED.

4.3 Curriculum Committee Recommendations

E. McCausland referred to the additional item which was provided at the side table. She noted the revision to the CHDA 1217 course was to

correct a typographical error in the minimum passing grade for the course. She noted the Committee agreed to review this guideline after their scheduled meeting because the error needed to be corrected before the Dental Assisting's accreditation review in March.

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

MOVED by G. Gramozis; SECONDED by R. Coulson;

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CHDA 1217; CYCC 1262; CYCC 1264; CYCC 2460; CYCC 3310; CYCC 3311; CYCC 3340; CYCC 3341; YJWD 2460; CCSD 4415; CCSD 4471; CCSD 4473; CCSD 4475; ECON 1103; ECON 1104; ECON 2280; ACCT 1222; OADM 1347; HORM 2255; HORM 2330; HORM 2455; MUSC 1113; MUSC 1213; PEFA 1116; PEFA 1216; STGE 1260; NURS 4110; NURS 4200; MATH 1225 and EASL 0635.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Changes in the Youth Justice Worker Diploma (YJWD) Program Effective Fall 2006

The Chair introduced Ray Chapman to speak to this item.

Ray advised members the YJWD program began in the fall of 2001, and has now graduated two classes of students. He noted that, based on the experiences as a new program, the faculty and students, in consultation with the advisory committee, evaluated the program in the spring of 2005 and are requesting some changes to the second year offerings of YJWD. He noted CRIM 2260 is considered a course that would be more effectively taught in the third semester rather than the condensed fourth semester. He noted to accommodate this change CRIM 2251 is being moved to semester four. Ray advised members that it will be more helpful to students to replace the CFCS 2330 and YJWD 2470 courses (1.5 credits each) with CFCS 2333 (3 credit course) in the fourth semester.

Ray advised members that he is asking to short-cycle approval of the revisions as he would like these revisions to be effective for the fall, 2006 semester. He noted he received approval by the CFCS FEC in December of 2005.

There was unanimous consent to short-cycle the motion to approve the revision to the YJWD program.

MOVED by C. Murphy; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the above revisions to the Youth Justice Worker Diploma program.

The Motion was CARRIED.

5.2 Educational Excellence Awards – Proposal for a new category of recognition for community partners:

The Chair asked Ray Chapman to speak to this item.

Ray advised members that the Faculty of Child, Family and Community Studies is proposing a new category of recognition for excellence be established to recognize the contributions of community partners. He noted many professionals in the community contribute countless hours of volunteer time and consultation to programs and are active members of the educational team. He noted these individuals often have a positive impact on the teaching environment and show qualities of commitment and leadership helping to sustain and strengthen programs. Ray suggested given their contributions, they are significant partners in the educational team and should have the same opportunity to be recognized for excellence. He noted a motion of support for this proposal was approved at the December, 2005 CFCS FEC meeting.

In response to a question, Ray advised members the recognition of external people should be looked at in all areas of the College, not just CFCS. He also noted he would defer defining “community partners” to the Educational Excellence Committee.

The Chair advised members that it falls within Council’s mandate to refer this matter to the Educational Excellence Committee for consideration.

There was unanimous consent to short-cycle the Motion.

MOVED by H. Taylor; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer this item to the Educational Excellence Committee.

The Motion was CARRIED.

- 5.3 Amendment to the Withdrawals, Course and Status Change Policy
L. McCausland referred to the document in the package and advised members that her FEC asked her to bring forward a motion to request the Policy Sub-committee amend the Withdrawals, Course and Status policy. She noted the existing language is confusing for both students and instructors specifically referring to the “Limitations” (number 2) section.

There was unanimous consent to short-cycle referring this item to the Policy sub-committee of Education Council.

MOVED by J. Lindsay; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer this item to the Educational Policy sub-committee.

The Motion was CARRIED.

- 5.4 Request for a change to the Credentials Awarded at Douglas College Policy
J. Carrie advised members that, while completing the feasibility study for the new Co-Occurring Disorders program, it became clear there was a need for programs to be developed which would require a Diploma for entrance and be specialized in nature but would require less credits than the Advanced Diploma. She therefore asked members to consider referring a motion to add an “Advanced Citation” (to the Credentials Awarded at Douglas College) credential to the Policy sub-committee for consideration.

It was clarified that the current language in the Credentials’ policy states that a citation consists of a minimum of 12 credits not 15.

There was unanimous consent to short-cycle referring this item to the Policy sub-committee of Education Council.

MOVED by L. Marshall; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council request the Policy sub-committee to consider adding an Advanced Citation defined as “A defined program of study, requiring for admission a two year diploma or equivalent, and consisting of a minimum of 12 credits and at least four courses, of an advanced or specialized nature sequentially programmed to follow from the Diploma level exit” to the Credentials Awarded at Douglas College policy.

The Motion was CARRIED.

5.5 2006/07 Budget

The Chair asked members to provide Susan Witter with FEC/DEC approved feedback.

- It was noted that there didn't seem to be any additional funding for service courses in the Budget. In response, it was advised that these courses are being planned for in the multi year plan.
- A Faculty member commented that they were pleased to see funding for an associate dean in the faculty of CBA.
- A comment was received that there should be more of an increase to the advertising budget.
- A comment was made that it was nice to see more dollars for recruitment and marketing.
- A student commented that she was disappointed to see the proposed 2% increase to tuition fees. She noted some students rely on the food bank and 2% is a heavy increase.

ACTION Further advice should be sent directly to Susan Witter within the next week.

6. REPORTS

6.1 Report from the Chair

The Chair referred to her memo in the package. She reminded members that Education Council have advisory power over changes to the academic schedule.

The Chair reminded members that elections for the positions of Chair and Vice-Chair will be conducted at the April 24th meeting. She advised members that she and Anna Jajic are interested in continuing in their respective positions. She added if members are interested in either

position to contact the Education Council Secretary via email by April 11, 2006.

- 6.2 Report from the President
The President referred to her President's report. She highlighted the 1500 new FTE's the College received, which were to be implemented by 2010, may need to be implemented over an extended period of time due to recent enrollment problems.
 - 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 Curriculum Committee
E. McCausland reported that the Committee was having problems with the way prerequisites were expressed. She noted she will be meeting with the Registrar's office.
 - 6.6 Report from the Education Excellence Committee.
There was no report.
 - 6.7 Report from the Research Ethics Board
There was no report.
 - 6.8 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
 - 6.9 Report from the Standing Committee on Educational Policies
There was no report.
7. OTHER BUSINESS – For information and circulation
- 7.1 Concept Paper – Autism Specialty Stream
The Chair reminded members that concept papers come to Council for information and feedback. She invited Lori Woods to speak to the item.

By way of history, Lori advised members the Classroom and Community Support Department proposes a staged, four part development of an autism specialty stream that will result in credentials at the Citation, Diploma, Post Diploma and Bachelor levels. She noted the autism specialty stream will comprise of: 1) Behaviour Intervention Citation; 2) Classroom and Community Support Diploma with a Specialty in Autism;

3) University of Calgary Bachelor of Community Rehabilitation – Autism Specialty; and 4) Post degree Autism and Behaviour Science Citation or Certificate. Lori added that this will place Douglas College as one of the leaders in autism support and training in Western Canada.

In response to a question, Lori advised members that she had never been involved in an initiative that has been so supported by groups around the province including community partners, the Ministry and other associations.

J. Lindsay congratulated those who worked on the proposal adding it was wonderfully creative.

The Chair thanked Lori for her presentation and advised members the full program proposal will come to Council at a later date.

- 7.2 Refund Rules – Update (for information and circulation)
- 7.3 Education Policy Review
(a – b) Student Appeals Policy; Audit Policy
T. James advised members that all Educational Policies are on a 5 year standard review cycle. He noted the above two policies are due for review. In terms of process, he advised that all policies due for review will first be circulated throughout the College via the Education Council package. Council representative will ask their constituencies for feedback which should be sent via email or paper copy to the Education Council Secretary (pickardb@douglas.bc.ca or room 4900). The Secretary will collate the feedback and forward it to the Policy Sub-committee for consideration. The Sub-committee will then consider the feedback and draft proposed revisions to each policy and present same to Council for consideration and approval. Feedback to the above two policies should be sent to the Secretary by April 7th, 2006.
- 7.4 For information and **feedback to Karen Maynes by March 13, 2006**
(a – b) Policy A10.01.05 Violence Prevention Involving College Employees; Policy A10.01.06 Violence Prevention Involving Students/Users
- 7.5 Douglas College/Simon Fraser University – Memorandum of Understanding (for information)

- 7.6 Academic Success at UBC of Douglas College Transfer Students (for information)

- 8. ADJOURNMENT Moved by S. Hibbitts, Seconded by S. Cheng, the meeting adjourned at 5:30 p.m.

_____ Chair _____ Secretary