

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, JANUARY 19, 2004 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Heather Barnes  
Kevin Barrington-Foote  
Marilyn Brulhart  
Laura Byrne (Vice Chair)  
Colin Campbell  
Rosilyn Coulson  
Debra Flewelling  
Kuros Gadareh  
Ann Kitching (Ex-Officio)  
Ted James  
Fran Johnson  
John McKendry (A/President)  
Susan Meshwork (Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Janice Spencer

**Regrets:**

Diana Christie  
Susan Witter (Ex-Officio)

**Guests:**

Al Atkinson  
Ray Chapman  
Laurie Kenward  
Gary Tennant  
Brenda Walton

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to move items 5.1 and 5.2 to follow item 4.1. Item 4.2 was deferred to the February meeting. The Agenda was approved as revised.
3. APPROVAL OF THE DECEMBER 8<sup>TH</sup>, 2003 MINUTES: The Secretary advised members that item 4.7 from the December package should reflect that the "Planned Change" policy is a Board policy not an Administrative policy. The Minutes were approved as revised.
4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Proposed Change in Course Sequencing - HISP program: The Chair introduced Laurie Kenward and asked if there was any further feedback to the proposed changes. There being no further feedback:

**MOVED by R. Coulson, SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve switching BUSN 335 to semester 3 and Cisy 410 to semester 2. And that the HISP coordinator administer a short math test in the Fall of semester 1.**

**The Motion was CARRIED.**

- 4.2 Private Course Credit Articulation Agreements: This item was deferred to the February meeting.
- 4.3 Academic Performance Policy Revision: The Chair advised members that a revised copy of the policy was on the side table.

T. James advised members that the underlined changes were made at the Committee's December meeting and are intended to make the language clear.

A comment was made that a student could remain in the "academic alert" stage forever, as the policy is currently written. T. James noted a letter would be sent to the student each semester s/he fell within this category. Included in the letter would be a statement encouraging the student to seek help to improve her/his academic performance.

**MOVED by T. James, SECONDED by H. Barnes,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revised *Academic Performance* policy.**

**The Motion was CARRIED.**

- 4.4 Business Management Diploma Program - Changes to Program Electives: There

being no additional feedback:

**MOVED by L .Byrne, SECONDED by A. Patko,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Business Department begin the process of changing the electives in the Business Management Diploma Program, Business Administration Option, in each of Semester 3 and Semester 4 to read: one of BUSN 253/420/431, FINC 340, or any 300/400 level ACCT, BUSN, CISY, ECON, FINC or MARK course.**

**The Motion was CARRIED.**

- 4.5 Course Renumbering - Up-date: T. James reminded members that, now that the College is moving toward offering applied degrees, a new numbering system is required. He noted that VPAC has looked into the issue and established the proposed criteria (made available at the side table).

T. James referred to the proposed criteria and noted that courses currently articulated provincially on the ABE or EASL or Adult Special Education grid; courses that qualify for ABESAP financial aid; and, courses aimed at students who lack sufficient language or content skills to handle first year college level courses will now be designated Zero Hundred Numbered Courses. For example EASL 375 would become 0375.

Noting the proposed criteria, T. James advised members that courses which carry First Year University Transfer credit articulated with a post-secondary institution; courses that carry direct credit towards a post-secondary certificate or diploma program; courses that qualify for BCSAP financial aid; and courses aimed at students who have already completed secondary school graduation and met the post-secondary entry criteria in the specific subject will be designated One Hundred Numbered Courses. For example ENG 130 would become ENG 1130.

T. James noted that the proposed criteria will not cover every eventuality. As a result, “in situations where there is a dispute regarding the specific assignment of appropriate numbers for a course, the matter will be referred to an ad hoc committee established to review the assignment of numbering”.

In response to a question regarding process, T. Angus advised members that Departments would be provided a template. The Departments would assign the

new numbers to courses then submit the template directly to the Registrar.  
**NOTE: all other revisions must be sent to the Curriculum Committee.**

There was considerable discussion concerning the appropriate designation of numbers to courses.

**MOVED by T. James; SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council adopt the criteria to determine course numbering.**

**The Motion was CARRIED.**

**Two opposed**

**ACTION Please take this to your constituency groups for information.**

- 4.6 Applied Degree Standards Committee: Fran Johnson distributed the Committee's proposed Terms of Reference. She asked members for feedback.

There was some discussion regarding process, i.e., at what point in the development of an applied degree would the Committee be consulted?

J. McKendry noted that the set of standards should include ensuring appropriate financing for each proposal etc.

A. Kitching suggested the Letter of Intent should go through the Committee.

There was discussion regarding the mandate of the Committee and, if it should be a Standing Committee or an Ad Hoc Committee.

**ACTION Please take this to your constituency groups for feedback in February.**

- 4.7 Admission and Language Competency Committee Recommendations: There being no feedback:

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

**MOVED by K. Barrington-Foote; SECONDED by L. Byrnes,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve 1) if an applicant for the CDA program uses EASL 375 as a substitution for the English 12 then the applicant must also demonstrate an equivalency to EASL 355 and EASL 345 with grades of Mastery, and raising the Biology requirement to Biology 12 with a grade of “C” and Standard First Aid and CPR Level C be added to the admission requirements; and 2) a change to the Sign Language Interpretation Program to exempt applicants from the American Sign Language Proficiency Interview if they are currently enrolled in the Vancouver Community College ASL and Deaf Studies program OR if they have graduated from that program within 12 months of application in INTR program.**

**The Motions were CARRIED.**

4.8 Curriculum Committee Recommendations: There were no recommendations.

C. Campbell asked for direction regarding the scheduling of the Committee’s meetings. He noted it has come to his attention that FEC’s/DEC’s may not have enough time to process curriculum guidelines in time to submit to the Curriculum Committee. He noted that this could be problematic as the Committee is required to meet the Secretary’s submission date schedule.

After some discussion, it was agreed that C. Campbell, S. Meshwork and B. Pickard meet to discuss the issue.

## 5. NEW BUSINESS

5.1 Memo from the Child and Youth Care Counsellor Program: The Chair introduced Ray Chapman and Gary Tennant to speak to this item.

In response to a question, Ray Chapman advised members that the revisions to the program are to 1) attempt to shorten the time period for Part Time program completion to three years; 2) make the CFCS 260 addictions course mandatory as part of the core curriculum; and 3) to make CFCS 210 Professional Community: Policies, Standards, Children and Families a 3 credit course (currently 1.5).

Ray advised members that it currently can take a student five years or more to complete the Part Time program. He noted that this time span seems daunting; however, students opted for the Part Time program as there was a two to three year wait for the Full Time program. He noted that currently there is no wait list

for the Full Time program.

**ACTION** Please take this to your constituency groups for feedback at the February meeting.

- 5.2 Mechanism for Education Council to advise the Board regarding budgetary issues: The Chair advised members that, as a result of conversations outside of Council, there was a request for Council to have a mechanism in place to respond only to pedagogical issues regarding planned changes to the organization. She noted this is one area that Council advises the Board.

Members agreed that this was a good idea in principle. However there was some discussion as to the membership. It was noted that the membership would probably change each time an issue came forward. Also noted was if this group would take the form of an ad hoc committee or a standing committee. The Chair advised members that the committee membership would include Faculty, Staff, Administrator, Coordinators etc. Al Atkinson added that a member from the Enrollment Management Committee, Senior Management Team and the Chair of Education Council could discuss the structure and terms of reference of such a committee.

**ACTION** Please take this to your constituency groups for feedback in February.

## 6. REPORTS

- 6.1 Report from the Chair  
The S. Meshwork noted she was enjoying being Chair. Susan noted that she looks forward to working with everyone.
- 6.2 Report from the President  
There was no report.
- 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 Research Ethics Board  
T. James reported that the Board had met in December. He noted that the Research Ethics Board (REB) had received some feedback from the Standing Committee on Academic Affairs (SSAA) regarding the Research Ethics Policy.

He added that the REB and SSAA may meet to begin establishing criteria for expedited reviews of proposals.

6.6 Report from the Standing Committee on Educational Policies

T. James advised members that the Committee is currently looking at the Credential's Policy. He noted the Committee is in the process of reviewing proposals for new credit and non credit programs. Ted noted the Committee will meet next week.

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

There was no report.

6.8 Report from the Educational Excellence Committee

K. Barrington-Foote advised members that posters and nomination forms will be sent out to the College community within the next week. He noted nomination forms were also available on the web.

K. Barrington-Foote referred to the revised Terms of Reference in the package. He asked members to ratify the Terms of Reference.

**MOVED by K. Barrington-Foote; SECONDED by F. Johnson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the revised Terms of Reference for the Educational Excellence Committee.**

**The Motion was CARRIED.**

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Education Technology Forum

G. Rodwell advised members that he is only able to attend about half of the meetings. He asked for a volunteer to attend on Council's behalf.

**ACTION If members are interested in attending the Education Technology Forum, please contact Graham directly at local 5202.**

7. NEW BUSINESS - For Information and Circulation

7.1 Self Funded Activities Policy (For information only)

8. ADJOURNMENT Moved by H. Barnes, Seconded by K. Barrington-Foote, the meeting adjourned at 5:45 p.m.

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