



**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday, June 19, 2006 at 2.15 p.m.**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL

**Members Present:**

Trish Angus (Non-Voting)  
Graeme Bowbrick  
Marilyn Brulhart  
Jan Carrie  
Sam Cheng  
Anne Gapper (Acting Recorder)  
Gerry Gramozis  
Leon Guppy  
San Hibbitts  
Anna Jajic (Vice-Chair)  
Ted James  
Les Marshall  
Elizabeth McCausland  
Susan Meshwork (Chair)  
Colleen Murphy  
Teryl Smith

**Regrets:**

Rosilyn Coulson  
Elizabeth Helps  
Ann Kitching  
Jan Lindsay  
Brenda Pickard  
Susan Witter

**Absent:**

Rabey Husini

**Guests:**

Mary Blachut  
Laura Byrne  
Mark Elliott  
Joe Ilsever  
Hilary Rourke  
George Stroppa  
Brenda Walton  
Lori Woods

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2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Chair explained that Item 4.3 was removed as this was dealt with at the Extraordinary Meeting on June 12, 2006. The Agenda was approved as revised.

3. APPROVAL OF THE MINUTES: The Minutes from the March 20, 2006, April 24, 2006, May 15, 2006 and June 12, 2006 Meetings were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Program Changes: Hotel and Restaurant Management Diploma and Legal Administration Assistant Citation Program

The Chair invited Mark Elliott and Mary Blachut to the table to speak to this item.

There being no discussion,

**MOVED by L. Marshall; SECONDED by G. Gramozis,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve an OADM program revision involving an increase in overall credits from 15 to 16 as a result of Corporate Procedures (2 credits) being split into two 1.5-credit courses.**

**The Motion was CARRIED.**

4.2 Petition and Appeal Forms

The Chair introduced Brenda Walton to speak to this item. The Chair advised Members there was a typographical error on the Petition for Exemption of Educational Decision and the Appeal of Petition Decision Forms. On page two of each form, step #2 should read **‘Student must present a written appeal to the Registrar within a four-month period following the receipt of the original decision, which they are appealing’**. B. Walton expressed her thanks for the feedback she had received from members of Council.

**MOVED by J. Carrie; SECONDED by C. Murphy,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Petition for Exemption of Education Decision form, the Appeal of Petition Decision form and the Grade Appeal Form as revised.**

**The Motion was CARRIED.**

4.4 Admissions and Language Competency Committee Recommendations

T. Angus confirmed that if the Admissions and Language Competency Committee recommendations were approved they would include the amended names for Behavioural Interventionist Citation and Behavioural Interventionist Specialty programs.

T. Angus explained that for the Bachelor of Science in Nursing & Nursing Access I & II, the Health Sciences Department has decided not to require letters of reference with student applications. When questioned on the rationale behind this decision, T. Angus reported the Department was not using them and felt that they were of little value. She stated that each area makes decisions on what they feel is the value of any particular admission

criteria. Omitting this requirement it would mean fewer steps for applicants.

In response to a question as to whether the English Competency Standard for International Students change was only applicable to students attending Canadian high schools, T. Angus replied that it was.

**There was unanimous consent to short-cycle the Admissions & Language Competency Committee recommendations as presented.**

**MOVED by C. Murphy; SECONDED by E. McCausland,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted recommendations of the Admissions and Language Competency Committee for the Bachelor of Science in Nursing & Nursing Access I & II, the Classroom & Community Support Diploma – Autism Specialty, the Behavioural Interventionist Citation and the English Competency Standard for International Students.**

**The Motion was CARRIED.**

4.5 Curriculum Committee Recommendations

E. McCausland confirmed that all members had received an email copy of her updated memorandum dated June 14, 2006 replacing the memorandum dated June 6, 2006 which had been included in the agenda package.

E. McCausland reported that the revised guideline for BUSN 4490 had been approved by the Curriculum Committee and the Philosophy Department was in agreement.

L. Marshall said he disagreed with the idea that the Philosophy Department be the only Department which can offer courses with names containing the word “ethics”. Many other universities offer courses such as Business Ethics and he felt that Council should not be setting a precedent here. He confirmed he was not objecting to approval of BUSN 4490 as submitted.

**There was unanimous consent to short-cycle the Curriculum Committee Recommendations as submitted.**

**MOVED by A. Jajic; SECONDED by J. Carrie,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approved the submitted guidelines for ACCT 1222, ACCT 2310, ACCT 2320, ACCT 2420, INTR 1280, PNUR 4575, HCSW 1110, HCSW 1150, PHIL 3125, CMNS 1316, STGE 1100, STGE 2311, STGE 2411, MUSC 1113, MUSC 1213, MUSC 1130, MUSC 1230, MUSC 2330, MUSC 2430, MUSC 1182, MUSC 1282, BIOL 1109, BIOL 1209 and including BUSN 4490 - Applied Legal and Social Decision Making for Managers, Professionals and Executives.**

**And,**

**THAT Education Council approve the withdrawal of the submitted guidelines for STSU 1110, HSRC 1100, HSRC 1101, HSRC 1102, HSRC 1110, HSRC 1111, HSRC 1112, HSRC 1113, CMHW 100, CMHW 101, CMHW 102, CMHW 103, CMHW 104, CMHW 110.**

**The Motion was CARRIED.**

5. NEW BUSINESS:

5.1 Full Program Proposal - Legal Studies Diploma

G. Bowbrick explained this Diploma was unique to the Province and that no-one else was developing a similar program. He stated this was an academic credential and was not applied in any way. The Department was offering this as another option to learn about law without going to law school. For some time the lawyers in the Criminology Department (about one third of the department) had felt students were taking Criminology to learn about law generally. This was based on anecdotal evidence but was confirmed very strongly with their on-line student survey. The Department has received good external support from both law schools: the People's Law School and Simon Fraser University Criminology Department.

G. Bowbrick further confirmed the Department had developed the Diploma program with the maximum flexibility as to when it could be completed. It is a total of 20 courses of 3 credits each, 12 of which are mandatory. The Department felt they had a good balance of courses. The course curriculum is largely derived from existing Criminology and Philosophy courses together with 4 new legal studies courses. Of these new courses, the curriculum guidelines are completed for two and, two more are being developed.

G. Bowbrick explained if there was one educational issue for Council, it would be the lack of an English 1130 requirement. He further explained as no other College was offering this Program there will be a large catchment area and one of the major challenges has been to make sure the Program

ladders as seamlessly as possible into other institutions. In order to do this, all 7 electives will have to be courses other than English as Simon Fraser University Criminology does not require English. If Douglas College required students to take English 1130 as a mandatory course, it would mean that they would have to go over the 60 credit transfer limit. Douglas College Criminology Department has included 2 English courses in their list of highly recommended electives. While Language, Literature & Performing Arts prefers English be required, the Department did not object to this proposal.

In response to a question about block transfers, G. Bowbrick replied the transfers were already in place for most of the courses except for the four new ones and the Department was working carefully to enable this.

L. Marshall asked if it would be possible to include Principles of Micro Economics in the list of recommended electives. G. Bowbrick agreed it would not be a problem as the list of electives was an open list.

**ACTION: Please take this item back to your constituency groups for feedback and consideration of a Motion to Approve at the September meeting.**

- 5.2 Full Program Proposal: Behaviour Intervention Citation and Classroom and Community Support Diploma, Behaviour Intervention Specialty  
The Chair introduced Lori Woods to speak to this item. The Chair explained, as per her email to the members, the Program names have been changed from Behaviour Intervention Citation to **Behavioural Interventionist** Citation and the Classroom & Community Support Diploma: Behaviour Intervention Specialty was now Classroom & Community Support Diploma: **Behavioural Interventionist** Specialty.

L. Woods explained the autism specialty stream is composed of four credentials built on each other to take a student from the citation level to a degree level. The Behavioural Interventionist Citation is an 18 credit citation new to Douglas College and is designed to teach graduates to work with families as a behavioural interventionist. The second credential is a specialty within the existing diploma. This will provide a graduate with the skills to provide in-home support plus support in schools and the community in positions such as job coaches, etc. There is more content and emphasis on autism than in the existing 60 credit diploma. After graduating with this diploma, a student will be able to transfer into a collaborative bachelor degree at the University of Calgary.

The University of Calgary has expressed their support and hopes these courses will be available on-line across Canada.

Next Fall/Winter Child, Family and Community Services will be finalizing the development of a post-degree diploma which will be available to graduates who want to specialize after they have a degree.

In response to a question about why they were requesting a motion to short-cycle, L. Woods explained they had received a promise of major funding from the Province that came with the provision the pilot program be offered in January 2007. Although the Department had not consulted with all Departments they had consulted with the Departments which were affected, i.e., their own FEC, Health Sciences FEC, Humanities & Social Sciences FEC, the Library and others on the Program Approval List. Everyone consulted was in full support of the Program. She also stated they have received overwhelming positive response to the Program and the need for it from all parties contacted.

In response to a question as to whether the Provincial funding was contingent upon the Program being offered in January, 2007, L. Woods replied that it was. She also explained this was a closed program and it would need to be marketed, applications sorted and criminal checks carried out before they were able to get to the actual selection process. This would all have to be done by October in order to have the Program commence in January, 2007.

J. Carrie reported that the feasibility study process had been very extensive, to ensure that the Program was a correct fit for Douglas College's Academic Plan.

**There was unanimous consent to short-cycle a Motion to Approve both the Full Program Proposals for the Behavioural Interventionist Citation and, the Classroom and Community Support Diploma: Behavioural Interventionist Specialty.**

**MOVED by C. Murphy; SECONDED by G. Gramozis,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Full Program Proposal for the Behavioural Interventionist Citation as amended.**

**The Motion was CARRIED.**

**MOVED by C. Murphy; SECONDED by A. Jajic,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Behavioural Interventionist Specialty as a revision to the Community Support Diploma Program as amended.**

**The Motion was CARRIED.**

**There was unanimous consent to recommend the Board approve the credentials as presented.**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend that the College Board establish the Behavioural Interventionist Citation credential.**

**THAT Education Council recommend that the College Board establish the Community Support Diploma Program: Behavioural Interventionist Specialty credential.**

**The Motions were CARRIED.**

- 5.3 Bachelor of Science in Psychiatric Nursing – Program Revision There was much discussion on this item and the minutes will reflect a summary of topics rather than a verbatim account.

A. Jajic explained that Health Sciences was requesting Council short-cycle this program revision because the Bachelor of Science in Psychiatric Nursing degree program was starting in September. They have a large number of students who have completed the Diploma in Psychiatric Nursing who need to complete 6 courses in order to complete their degree. In the past, students such as these have gone to Thompson Rivers University to complete another year of studies because they have a wider number of course options there. It is hoped that they will stay at Douglas College if we revise the program to offer them the same course options for Degree completion.

Thompson Rivers University has mathematics and statistics requirements which are much broader than Douglas College requirements. Some students at Douglas College struggle with the mathematics requirements and the proposed expansion of program course requirements would resolve this. If approved, the outcome would be that Douglas College would still produce the same quality of student and it would also be in a better position to compete for enrolment.

L. Guppy reported that his FEC (Science & Technology) have not had the opportunity to meet formally but they had asked that their input come forward. They indicated they had some concerns:

- They felt this was a science degree and with the removal of the requirement of the statistics course it would only leave one or two science courses.
- In March Education Council approved the Bachelor of Psychiatric Nursing program in which the admission requirements of Math 11 were relaxed with the understanding that students would be upgraded in math before they were required to take Math 1160. Further expanding the course options open to students would negate that arrangement.
- They did not feel that a computer science course was equivalent to a statistics course and they feel that statistics is an essential component of this Program.

L. Guppy also stated that S. Osterle had reported a conversation between herself and M. Tarko. During this conversation M. Tarko had indicated that he wanted to add Computer Science as an option to Math 1160 but she had not been in agreement. The comment was made by a member that S. Osterle had signed off on the Consultation and Control Sheet and it became clear there was some confusion as to how these sheets were being used. The Chair indicated she would be looking at revisions for these sheets.

A. Jajic replied that nursing views itself as a science and that the mathematics required in nursing is taught in many courses. Computer Science was included in the list of options as this is what Thompson Rivers University (TRU) offers and by including it as an option for students at Douglas College it would allow them to transfer to TRU. She also indicated nurses at the bachelor degree level were required to have competent computer skills.

In response to a question, A Jajic indicated that students currently in the Advanced Diploma program would be taking this course at the end of their degree. Students just starting the degree program would be taking this course in the first semester. However this was being reviewed because students going on to take a Master's degree would need to have taken a statistics course within the last two years.

L. Marshall questioned if BUSN 2429 could be added as another option, A. Jajic said she could see no reason why not. The Chair recognized an observer from Commerce & Business Administration. He informed Council that the Business Department teaches an introductory statistics



course for the Health Information Services Program in Health Sciences, which could also be an option.

The Chair pointed out that in past situations, when Education Council had been asked to look at expanding options for students, it has often been considered desirable. Council endeavours to make decisions which are best for the College and its students and that such decisions are not always a match to what may seem best for individual Departments.

G. Bowbrick stated the concern was not about the parochialism of different program areas but part of the mandate of Council was to oversee education quality and the normal procedure was to take revisions back to the FECs for feedback. He also felt that there should be a true statistics requirement.

In response to a question about the consequences of not agreeing to short-cycle this motion, A. Jajic replied that the first graduating class of 10 to 15 students would not be able to graduate in December.

The question was raised as to whether this revision to the program could be allowed for a specific and limited period of time. The Chair informed Council that this would be possible. The Chair took a straw poll and asked members how many would like the revision approved for one year (2006/07) with the expectation that Health Sciences would review and come back to Council to request more permanent program revisions. All members were in favour of approving a time limited program revision to the Bachelor of Science in Psychiatric Nursing program requirements.

T. Angus advised that rather than a time period, it would be preferable to apply this to a group of students.

**MOVED by A. Jajic; SECONDED by T. James,**

**THAT Education Council approve the revisions to the Bachelor of Science in Psychiatric Nursing Program design as presented by Health Sciences.**

**The Motion was NOT CARRIED.**

**There was unanimous consent to short-cycle an amended motion to approve the revisions to the Bachelor of Science in Psychiatric Nursing for a particular group of students.**

**MOVED by J. Carrie; SECONDED by E. McCausland,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the required associate study courses for the Bachelor of Science in Psychiatric Nursing be expanded to include either (1) Math 1160, (2) Psychology 2300, or (3) a Computing Science course for students entering the Bachelor of Science in Psychiatric Nursing Degree Program at the 4<sup>th</sup> year level in September, 2006 and January, 2007.**

**The Motion was CARRIED.**

**Note:** It was understood the requirements would revert to the original format unless Health Sciences brings forward another motion to Council for permanent revisions.

5.4 Full Program Proposal: Pre-Business Foundation Program

The Chair brought to the attention of members the memorandum from R. Coulson which corrected an error in the curriculum guideline of this Program. OADM 103 is replaced by OADM 1121 Word Processing for College Success.

T. James introduced George Stroppa, Laura Byrne and Hilary Rourke to speak to this item as R. Coulson was in China. T. James explained the derived set of curriculum had been packaged to better serve students. This is a one semester program packaged together from courses already in existence, with some changes to curriculum. Originally it was thought the program would be a revision of the existing program, but on the advice of J. Lindsay it is being offered as a new proposal. The reason for the request to short-cycle this proposal is that the Department would like to offer the Program in September, 2006.

H. Rourke explained the rationale behind the Program is that many students do not have the skills or breadth of knowledge required for success in Douglas College business programs. This Program integrates reading, writing and mathematics allowing students to upgrade their skills and at the same time earn three university-transfer credits which can be applied towards further education.

G. Bowbrick said he thought the rationale for the short-cycle seemed sound and he did not think the FECs would have any additional comments. M. Brulhart agreed and commented that she has experience with similar courses and they have worked very well.

**There was unanimous consent to short-cycle a motion to approve the Full Program Proposal – Pre-Business Foundation Program.**

**MOVED by M. Brulhart; SECONDED by T. Smith,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Full Program Proposal: Pre-Business Foundation Program.**

**The Motion was CARRIED.**

**There was unanimous consent to recommend the Pre-Business Foundation Program credential to the Board for approval.**

**Motion: THAT Education Council recommend the College Board establish the Pre-Business Foundation program credential.**

5.5 Academic Signature Templates

In order to clarify to students where Douglas College Academic Signature Core Competencies/Levels of Learning Outcomes are being taught and assessed, the Vice-Presidents' Academic Council is recommending the Curriculum Guideline forms be modified to include various templates referring to the Douglas College signature and core competencies. The Chair advised members the Academic Signature Templates would be discussed broadly at Council and would be tabled for approval at either the October or November 2006 meetings. She asked that members review the information in the memorandum from J. Lindsay dated June 19, 2006. The Chair requested the Curriculum Committee provide input on any proposed changes to the curriculum guideline forms.

In response to a question about the timeline involved in introducing the addendum to each course outline, A. Jajic responded that it would be 3 to 5 years.

Other questions and comments were:

- Would the modifications be available on the curriculum guidelines on the web also?
- With regard to articulation issues, T. Angus would need to know how to proceed as soon as Curriculum Guidelines changes are approved by the Curriculum Committee.
- Why was a decision made to include program prerequisites on page 1 of the Program Template instructions?

These questions will go to Jan Lindsay for discussion at the September Education Council meeting.

This item was tabled as a notice of motion and will appear on future agendas.

**ACTION: Please take this item to your constituency groups for feedback and further discussion at the September Education Council meeting.**

6. REPORTS

6.1 a) Report from the Chair

The Chair referred members to the Education Council Annual Report which was included in the Agenda package. She pointed out that Council had done an enormous amount of work and wanted to personally thank members for all their hard work and attention to detail.

The Chair also advised:

- The Senior Management Team has decided to support our qualified recommendation to shorten the Fall semester by one day to allow a “clear day” for students between the end of classes and beginning of the final exam period. Winter and Summer semesters will remain as they are because the “clear day” can be accommodated without a change to the semester length.
- The College Board has approved all credentials as requested by Education Council.
- The Education Council Appeal Tribunal is operating and is dealing with one request for review of a student appeal.

As the Matrix is changing, next year’s Council meetings will have to be rescheduled. The Chair took a straw poll as to members’ preferences for either a Monday evening meeting (4 in favour) or for a Friday afternoon meeting (7 in favour).

The Chair reminded members to email her regarding committee(s) they would like to work on for the next year. She advised the final committee appointments would occur in August and be announced in September.

The Chair expressed thanks to the student members of Council, Rabey Husini and Elizabeth Helps, who will be leaving; and to Sean Hibbitts who will continue on as a Council member.

The Chair expressed thanks to Brenda Pickard, the stalwart and intrepid Secretary and Anne Gapper, Acting Recorder.

Thanks also to Ann Kitching, the Board liaison.

The Chair expressed appreciation to Elizabeth McCausland, Chair of the Curriculum Committee as well as to Amanda Hardman for their hard work on this Committee.

Thanks to Ted James, Chair of the Policy Committee which had been kept very busy.

Thanks to Trish Angus, the Chair of the Admission and Language Competency Committee.

The Chair thanked Graeme Bowbrick for his hard work on the Applied Degree Standards Committee along with Joe Ilsever, the Committee Chair.

The Chair announced that the Vice-Chair Anna Jajic was resigning as of September, 2006. The Chair thanked her for all her hard work and for stepping in as back-up during the past few months. She advised that Anna had been accepted in the UBC Nurse Practitioner Program in September. The Chair invited members to let her know if they are interested in the Vice-Chair position and advised they would be ratifying elections at the September meeting.

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 a) Report from the Curriculum Committee

There was no report.

6.6 a) Report from the Educational Excellence Committee

There was no report.

6.7 a) Report from the Research Ethics Board

There was no report.

6.8 a) Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.9 a) Report from the Standing Committee on Educational Policies

T. James reported that the Committee will be continuing their review of policies. They are hoping to have a new Students Appeals Policy in the Fall.

7. OTHER BUSINESS – For Information and Circulation

7.1 Advice to SMT on Academic Schedule Change

The Chair requested members relay to their FECs the information with regard to the Academic Schedule change for the Fall semester.

7.2 Retention and Transfer of Douglas College Students

A memorandum from Bob Cowin was included in the Agenda package for the information of Council members.

7.3 Institutional Service Plan

A copy of Douglas College’s Service Plan was included in the Agenda package for the information of Council members.

8. ADJOURNMENT

Moved by S. Hibbitts; Seconded by M. Brulhart, the meeting adjourned at 4.20 pm.

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