



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY JUNE 15, 2009 AT 2.15 PM
NEW WESTMINSTER CAMPUS BOARDROOM**

1. ROLL CALL:

Members Present:

Deb Anderson
Marilyn Brulhart
Kathy Denton
Gerry Gramozis
David Guedes
Leon Guppy
Bruce Hardy
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay (Acting President)
Elizabeth McCausland (Vice-Chair)
Susan Meshwork (Chair)
Debbie McCloy
Brenda Pickard (Secretary)
Anna Robinson
Teryl Smith
Mike Tarko
Robin Wylie
Titus Yip

Regrets:

Sebastian Bubrick
Dianne Hewitt
Brenda Walton (Acting Registrar)
Susan Witter (Ex-Officio)

Guests:

Shamirah Abid
Nina Blanes
Thor Borgford
Robert Buller
Jane Cronin
Rajbinder Dehal
Anna Helewka
Manshinder Madani
Dan Nagel
Carolyn Sams
Dr. Cheryl Segaric
Tony Viani
Silvia Wilson
Kate Yoshitomi

2. APPROVAL OF THE AGENDA

The Chair reminded members to add as **4.7 Psychiatric Nursing Diploma Program Revision** (item 5.4 from the May 11, 2009 meeting) as requested in an earlier email notification. The Chair asked members to approve a fluid Agenda to accommodate the guests, Council agreed and the Agenda was approved as revised and reordered.

3. APPROVAL OF THE MAY 11, 2009 MINUTES

The Minutes were approved as submitted.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy Items

4.1a) Credentials Awarded at Douglas College Policy

The following discussion ensued:

- Ted James advised members the Office of the Registrar is asking that Council delay approving this policy in order to determine if the standards set out under the “**Multiple Credentials**” heading are consistent with other post-secondary institutions.
- The Chair advised members she had personally received an email from the Acting Registrar expressing serious concerns regarding the policy.
- Teryl advised members there are serious concerns from the feedback she received from her constituency. She added the issue of credit “double-dipping” was of concern and that this may devalue Douglas’ credential(s).
- It was noted other institutions allow variances to provide students with more options.
- Jan Lindsay advised members that two distinct issues need to be considered: 1) what are other institutions looking for in the *structure* of the *credential* and, 2) what are they looking for in terms of *content* within individual *courses*.
- Jan added the College does not wish to devalue the work students are doing by not counting credits earned.
- A brief discussion occurred regarding the 25% residency requirement.
- Members all agreed that the designated number of credits seemed to be at the low end.
- A suggestion was made by L. McCausland to add a section for “Post degrees” in item #2.
- A suggestion was made to add language indicating the addition of 15 credits (on to an existing credential) should be considered a “Concentration” not a “Minor”.
- It was asked that a section on variances be added to the policy language.

The Chair advised members that sufficient concern was received to defer the approval of this policy to a later date.

ACTION **Please forward comments, feedback and/or suggestions to the Policy Committee directly.**

4.1 b) Transfer Credit from Other Post-Secondary Institutions to Douglas College Policy

Ted James advised members the Policy Committee was asked to review a draft of this new policy. He noted the purpose of the policy is to address issues related to Douglas as a receiving institution.

Ted noted the Committee received a number of substantive changes after the Committee met, and prior to Council. He therefore advised members he would be withdrawing the request for approval of this policy to a later date.

Under *Types of Transfer, #5*, the LLPA FEC wished to ensure that a block transfer of credits from a specific program at another post-secondary institution to a specific Douglas College program remains the responsibility of the Dean.

In response to a question, it was clarified that transfer of credits will be accepted into both open and closed enrolment program areas.

ACTION **Please forward comments, feedback and/or suggestions to the Policy Committee directly.**

4.1 c) *Curriculum Development and Approval Policy Revision*

This item was postponed to a future meeting as the Policy Committee was unable to meet to discuss the *Curriculum Development and Approval Policy* revision.

4.1 d) *Accessibility to College Programs, Courses and Services for Persons with Disabilities Policy Revision*

Ted James advised members the above policy is coming forward to Council under the regular policy review cycle. He noted the number of students requiring exam accommodations has increased as has the lack of space available within individual departments and in the Centre for Students with Disabilities (CSD) at both campuses. Ted referred to his memo and added the Vice President's Academic Council (VPAC) has reviewed the document and made some suggestions regarding operational issues.

A suggestion was made that the Policy Committee extrapolate the following language from the memo into the policy itself:

“... to include reference to an alternative referral to CSD via the Dean that can be made in legitimate situations where local availability of an ‘ordinary’ accommodations is not possible”.

Members supported the suggestion.

ACTION **Please refer this item to your constituencies for further feedback/advice at the September meeting.**

4.2 Adult Special Education Review

Education Council supported the review documentation and the recommendations contained within. Council suggested that a further review be looked at once again in future now that the Educational Services Division is proceeding with its' realignment.

(Subsequent to the meeting, the Chair provided the above advice to SMT.)

4.3 Academic Advising Review

In general, Council supported the recommendations included in the review but cautioned the College that peer advisors will require in-depth training to ensure they provide accurate academic advising information to students. Council advises the training should include clarification about topics peer advisors should manage on their own and, topics that should be referred to the professional Academic Advisors employed at the College.

(Subsequent to the meeting, the Chair provided the above advice to SMT.)

4.4 Strategic Enrolment Management Planning Document

The Chair referred to the College goal to increase student enrolment from current levels to 93% of the province's FTE performance expectation for the 2011-2012 academic year. She noted this represents a 2% increase in a three year period.

The Chair reminded members that College decisions regarding this initiative which are related to the Education Council mandate will come forward to Council in the future.

4.5 Curriculum Committee Recommendations

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

MOVED by L. Guppy; SECONDED by T. Smith,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for: ACCT 3370, 3470, and 4520; BUSN 4460; CSIS 1150; HORM 2255 and 2330; NURS 1100, 1130, 1200, 1210, 1220, 2100, 2110, 2130, 2200, 2210, 2300, 3100, 3200, 3210, 3220, 3230, 3300, 3301, 4100, 4130, 4131, 4200, and 4201; CRIM 1170, 2256 and 2260; SOCI 2255; HUMS 3399; SOSC 3399; ENGL 1130; MODL 2351; MUSC 1211, 2311 and 2411; STGE 1100, 1112, 1180, 1202, 1207, 1212, 1220, 1260, 1280, 2380 and 2480; BIOL 1103 and 1203; FINA 1100; EASL 0145, 0150, 0155, 0160, 0165, 0175, 0245, 0250, 0255, 0360, 0365, 0375, 0445, 0450 and 0455; CYCC 2490, CYCC 3490, and CYCC 4490; and ECED 2450.

And,

THAT Education Council approve the withdrawal of HISP 1120, 1170, 1220, 1270, 1275, 2320, 2330, 2370, 2420, 2430, 2470, 2520, 2575; NURS 1300 and 4110; BIOL 2320 and 2322.

The Motion was CARRIED.

4.6 Admissions and Language Competency Committee Recommendations
There were no recommendations.

4.7 Psychiatric Nursing Diploma Program Revision

R. Wylie asked that the Department of Psychology be consulted directly in future.

MOVED by M. Tarko; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revision to the Psychiatric Nursing Diploma Program.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Bachelor of Business Administration Degree Program Revision
The Chair invited Robert Buller to speak to this item.

Robert advised members the Applied Degree Standards Committee report was provided to Council indicating support for the program revision. He further advised members that he was asking Council to Short-cycle the Motion in order to update the program booklet and other advertising materials over the summer to reflect this change in preparation for July registration.

There was unanimous support to Short-cycle the Motion to approve the revision to the Bachelor of Business Administration Degree Program.

MOVED by T. Yip; SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Bachelor of Business Administration Degree Program requirements to allow two 1000 to 4000 level electives outside of ACCT, BUSN, FINC and MARK.

The Motion was CARRIED.

5.2 Bachelor of Science in Nursing (BSN) Program Revision

The Chair invited Cheryl Segaric and Silvia Wilson to speak to this item.

Cheryl advised members the request to increase credits by five throughout semesters six and seven is in response to an extended and detailed program review (for the past 3 and a half years) of the BSN program. She also noted there is a need to strengthen the theory component.

In response to a question, Silvia advised members this revision will not increase student workload, it is an attempt to give credit for work already completed which has not formally been recognized.

It was noted that the increase in credits will affect students financially calculating \$85.20 per credit.

Members were advised the changes to the program will impact only one group of students, those in the Winter 2010 semester.

In response to the Chairs' query regarding Short-cycling the Motion, M. Tarko advised members the Department wished to give students a full six months to plan for the revised program. He noted time sensitivities regarding staffing plans and fractional workloads as well.

S. Meshwork advised members that while Patty Lewis had some concerns that students might not be able to arrange for paid work when not in classes, she was not suggesting that the revision approval be stopped. Mike Tarko advised the Department will be working with students as early as possible to assist them to find work within the health care system.

T. James advised members that he was unable to speak with the Registrar's Office prior to the Council meeting and wanted the Minutes to reflect his concern regarding any impacts to students.

There was unanimous consent to Short-cycle the Motion to approve the Bachelor of Science in Nursing Program Revision.

MOVED by M. Tarko; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Bachelor of Science in Nursing Program Revision.

The Motion was CARRIED.

5.3 Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies – Program (DOPT) Revision

The Chair invited Tony Viani to speak to this item.

Tony advised members that the request before them is to approve the DOPT program revision which reflects new course numbers. He added the request to Short-cycle is to move the program forward as planned in Fall, 2009.

There was unanimous consent to Short-cycle the Motion to approve the revision to the DOPT program.

MOVED by T. Yip; SECONDED by R. Wylie,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the DOPT program revision.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair advised members this will be Dr. Jan Lindsay's last Education Council meeting as she has been appointed President of North Island College. The Chair and Council members thanked Jan for her commitment to her Deanship in the Department of Child, Family and Community Studies and, her work as the Vice President of Education at Douglas College.

The Chair acknowledged Ann Kitching – Board Representative as another outgoing member. Please refer to item 6.3 for further details.

The Chair referred to the Annual Report in the package and complimented Council for all that has been accomplished during the 2008/09 term.

The Chair advised members she will be having a “sort of boot camp for Deans, Associate Deans and Chairs” sometime during late summer/early fall regarding Educational policies, and procedures for new and revised program/curriculum development etc.

The Chair congratulated David Guedes on being elected by his peers as valedictorian. He earned an Associate of Arts, Psychology this June and plans on completing the Bachelor of Arts, Psychology (Douglas/UVF joint degree) in 2011. She noted that David has been very active as a student with his volunteer work, clubs and associations here at Douglas and, that Council has benefited and appreciated his work on Education Council matters.

The Chair thanked all outgoing members for their hard work, dedication and due diligence on Council matters and wished them well.

The Chair thanked all Education Council subcommittee Chairs and Committee members for their diligent work.

6.2 Report from the President

Acting President, Jan Lindsay advised members that Susan Witter has sent the President's Report to the Board and College community.

Jan advised Council that the Deans will be on a retreat June 17th to discuss moving forward on the development of the Academic Plan.

Jan advised members that SMT will meet for a retreat on July 14th to review budget documents.

Jan, in her role as Vice President-Education, encouraged Faculty, Staff and Administrators to continue participating in activities for the annual Celebration of Teaching, Learning, Scholarly Activity and Research event noting it is an excellent way to showcase to ourselves, Board, community, mayors and other dignitaries what innovations the College is involved with.

6.3 Report from the Board Representative

Ann Kitching advised Council that five Board members including herself will be concluding their Board terms at the end of August.

The Chair and Council members expressed their appreciation to Ann for her commitment to Council and to the College as a whole during her many years of dedicated service.

6.4 Report from the Secretary

The Secretary advised all new and returning members that a ratification vote for the positions of Chair and Vice-Chair will come to the September meeting. She also reminded members the **September 21st, 2009 meeting will commence at 4.15 p.m. in the Boardroom - NWC.**

- 6.5 Report from the Academic Signature Committee
Members were advised that most Faculties have completed the program templates. Members were also advised that the Faculty of Health Sciences will be the control group.
- 6.6 Report from the Curriculum Committee
a) Annual Report was received.
- 6.7 Report from the Educational Excellence Committee
a) Current Report was received.
b) Annual Report was received.
- 6.8 Report from the Standing Committee on Admissions and Language Competency Standards
a) Annual Report was received.
- 6.9 Report from the Standing Committee on Educational Policies
a) Annual Report was received.

7. OTHER BUSINESS - For Information and Circulation

- 7.1 Advice to Senior Management Team Regarding the Educational Services Division Realignment Plan (Submitted by the Chair)
- 7.2 Concept Paper – Post Degree Diploma in Math and Science Teaching (Submitted by Bruce Kadonoff)
- 7.3 Profile of Douglas College Transfer Students Admitted to SFU (Submitted by Bob Cowin)

8. NEXT MEETING

September 21st, 2009 from 4.15 – 6.15 p.m. New Westminster Campus Boardroom

9. ADJOURNMENT Moved by T. Smith; Seconded by E. McCausland, the meeting adjourned at 4.25 p.m.

Chair

Secretary