

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, MARCH 16, 1998 AT 4:15 P.M. -- BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen

Trish Angus (Non-Voting)

Lawrence Becker

Paul Biscop

Georgina Ferguson

Darryl Flasch

Victoria Foley

Susan Hamm

Sandra Hochstein

Maria Iaquinta

Rashida Ismail (Secretary)

Kim Longmuir

Dawn McDonald

John McKendry

Beverley Miller

Carol Nelson (for G. Sieben-- Board Rep.-- Ex-Officio)

Christa Peters

Julie Roper

Debbie Smith

Meg Stainsby (Chair)

Susan Witter (President -- Ex-Officio)

Regrets:

Al Atkinson

Jim Sator

Gerry Sieben

Absent:

Ivor Shank

Guests:

Mary Beck

Joy Holmwood

Laurie Kenward

Nancy Oike

The Chair called the meeting to order at 4:14 p.m.

2. APPROVAL OF THE AGENDA

The order of the agenda was changed to accommodate guests. The agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 16, 1998 MEETING

The Minutes of the February 16, 1998 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1. Home Support/Resident Care Attendant Program

MOVED by Darryl Flasch, SECONDED by Julie Roper,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Home Support/Resident Care Attendant Program Design, as presented; and THAT Education Council approve the offering of a Citation in the Home Support/Resident Care Attendant Program.

In response to a question, Mary Beck clarified that consideration is being given for transferability and laddering of this program for high school courses.

The Motion was **CARRIED**. (Julie Roper abstained from voting).

4.2. HIS Program Restructuring Proposal

The Chair drew members' attention to the HIS Program Restructuring proposal sent under cover of a memorandum dated March 2, 1998 from Laurie Kenward and referred to the following Notice of Motion:

THAT Education Council approve the proposed Health Information Services Program Restructuring Proposal as presented.

At the request of the Chair, Laurie Kenward reviewed the background information contained in the memorandum and highlighted the issues that need to be assessed within the operating parameters as identified in the proposal.

In the ensuing discussion, questions such as cultural diversity, which may present barriers, part-time offerings -- both as a program or for upgrading skills, language requirement, course offerings and pre-requisites were discussed. It was felt that the Communication curriculum might include the issue of diversity. Further, it was clarified that part-time offerings, while possible, may take some 8 years to complete the program. The Language requirement would be English 12 with a "B" average. Course offerings were discussed and most of which are to be offered on a full-time basis. **The Chair asked members to refer the proposal to their respective constituent groups and to call Laurie Kenward at 5076 if they had further questions.**

4.3. Education Council By-Laws

(a) By-Laws Revisions: The Chair stated that she had received further feedback to the proposed revisions to the By-laws as presented at the February meeting. With respect to abstentions, she informed members that Roberts Rules of Order indicate that abstentions are "neutral" and that as long as there is a quorum, decisions are made by the majority of votes. She therefore suggested that the proposed sections 3.10 and 3.11 in the By-law revisions be eliminated.

MOVED by Christa Peters, SECONDED by Sandra Hochstein,

BE IT AND IT WAS RESOLVED:

THAT Education Council delete Sections 3.10 and 3.11

from the proposed changes to the Education Council By-laws dated February 3, 1998.

It was suggested that Education Council hold an orientation session on meeting procedures for new Council members in future.

The Motion was **CARRIED**.

It was further MOVED by Paul Biscop, SECONDED by Susan Hamm,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions to the "Education Council By-laws" and "Education Council Rules and Procedures" as amended.

The Motion was **CARRIED**.

(b) Standing Committees:

(i) **Curriculum Committee:**

The Chair referred to her memorandum dated February 5, 1998 concerning the proposed changes to Council's sub-committees and stated that with regard to the Curriculum Committee, she had received feedback which she shared with members, as appended in her memorandum dated March 14, 1998. It was suggested that the memorandum should be sent to the Task Force on By-Laws for review and recommendations.

MOVED by Maria Iaquinta, SECONDED by Julie Roper,

BE IT AND IT WAS RESOLVED:

THAT Council refer the March 14 memorandum concerning the proposed Curriculum Committee to the Ad Hoc Task Force on By-laws for discussion and recommendations.

The Motion was **CARRIED**.

(ii) **Educational Excellence Committee:**

The Chair referred to her memorandum dated February 5, 1998 proposing that Council establish an Educational Excellence Committee. In response to a question, it was clarified that under the By-laws, it is the committee's role to develop terms of reference for approval by Council.

MOVED by Barbara Allen, SECONDED by Maria Iaquinta,

BE IT AND IT WAS RESOLVED:

THAT Council approve in principle the creation of a new "Educational Excellence Committee", as proposed.

The Motion was **CARRIED**.

In response to the Chair's request, Darryl Flasch and Georgina Ferguson volunteered to serve on the Educational Excellence Committee. Members were requested to provide or suggest additional names to the Chair.

(iii) **Expansion of the Current Planning and Priorities Committee:**

The Chair referred to her memorandum dated February 5, 1998 proposing that Council expand the current Planning and Priorities Committee to a College-wide Planning and Priorities Committee and stated that she had received feedback which she shared with members as appended in her March 14, 1998 memorandum.

A suggestion was made that the feedback received should be referred to the Planning and Priorities Committee to examine its role and terms of reference. Following discussion, it was MOVED by Barbara Allen, SECONDED by Julie Roper,

BE IT AND IT WAS RESOLVED:

THAT Council refer the feedback on proposed changes to the Planning and Priorities

Committee dated March 14, 1998 to the Planning and Priorities Committee with a request that the Committee review its Role and Terms of Reference and report back to Council by May 1998.

The Motion was **CARRIED**.

Members were requested to forward further suggestions and ideas to Maria Iaquina.

4.4. Revisions to the Academic Dishonesty Policy E.04.01.12

The Chair referred to her memorandum dated March 4, 1998, relating to the above policy and requested that the item be short-cycled for a decision.

MOVED by Christa Peters, SECONDED by Lawrence Becker,

BE IT AND IT WAS RESOLVED :

THAT Education Council short-cycle the item on Revisions to the Academic Dishonesty Policy E.04.01.12.

The Motion was **CARRIED**.

It was further proposed that the Policy should be referred to the Standing Committee on Education Policies for review and recommendation.

MOVED by Beverley Miller, SECONDED by John McKendry,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer Policy E.04.01.02 on Academic Dishonesty, to the Education Policy Committee for review and recommendation.

The Motion was **CARRIED**.

4.5. Draft Policy on Self-Funded Activities

The draft policy on Self-Funded Activities was submitted to members in February for comments and feedback by March 27. The President reminded that the policy will be presented to the Board for approval at its April 16, 1998 meeting. Some feedback to the policy was discussed. It was felt that the draft policy is complex and confusing. Self-Funded activities would be more centralized. It appears that Centre 2000 would be assuring quality of offerings related to credit programs, which is the role of Education Council. The language of the policy needs to be simplified. The three costing models should be clarified and the profit earned should be ear-marked. **Members were asked to submit their responses to the draft policy to Mia Gordon or Peter Greenwood by March 27.**

4.6. New Policy on Fund-raising at Douglas College (Replaces Policies A.04.04.02 and 04.04.04)

This item was deferred until the April meeting.

5. ON-GOING BUSINESS

5.1. Report from the Chair

Student elections have been completed for the 1998-99 academic year. The Chair congratulated Darryl Flasch on his second term of office to represent the student body. The Chair will invite the newly-elected students to the June meeting and hold a brief orientation either in May or June.

In accordance with the Council By-laws, each Standing Committee Chair is required to **submit an annual**

report of activities to Council for its May meeting. Committee Chairs were requested to provide such reports to Rashida by April 30.

As has been the practice, the **May and June meetings** will be held at 2:00 p.m.

The Chair distributed the **terms of reference as** approved by Council in April, 1996 for the **Standing Committee on Planning and Priorities**. She asked members to replace the working document provided in the orientation binder (June 1997) with the terms of reference.

There will not be a need to hold an **extra-ordinary meeting** on March 30, as suggested previously.

The Chair asked for **volunteers to serve on an ad hoc committee** to review the policy on "The assignment of Credit to College Courses and Programs" -- **E.02.03.01** in conjunction with the "Student Evaluation" policy -- E.04.01.05. Members were requested to submit names (from FECs and other colleagues) to the Chair by **April 7**.

The Chair asked for **two volunteers** to work with her and others in **ranking the LIC proposals between March 20 and March 30**.

Council has been provided with some **space in the INside**. Ideas and suggestions for articles were invited.

5.2. Report from the President

The President reported that there has been an increase of 2150 FTEs for colleges and institutions and that she will lobby the Ministry for additional FTEs for David Lam. A SMT retreat has been arranged for Tuesday, March 17 to discuss broad initiatives and issues, such as partnership with Kwantlen, degree programs, role of Centre 2000, and the SMT/CGL working relationship. Self-Study recommendations from the External Audit Teams will be perused and a plan of action developed. The President provides a written report to the Board on activities and would be pleased to do so for Council if requested.

5.3. Report from the Learning Outcomes Coordinator

Nancy Oike presented a report on Learning Outcomes Activities for March. A **copy is appended to the minutes**.

5.4. Report from the Standing Committee on Education Policies

Minutes of the February 18, 1998 meeting of the committee were distributed to members.

(a) Revised Student Appeals Policy: The **Notice of Motion** presented at the February meeting was **deferred until April**, as Susan Hamm reported that the revised policy, incorporating all the feedback received, will be presented to Council for approval.

(b) Terms of Reference: MOVED by John McKendry, SECONDED by Susan Hamm,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revised Terms of Reference of the Standing Committee on Education Policies.

The Motion was **CARRIED**.

(c) New Program Approval Process: Susan Hamm reported that work was underway following feedback from members.

5.5. Report from the Standing Committee on Planning and Priorities

There was no report from the committee.

5.6. Report from the Standing Committee on Standards and Admissions

Trish Angus presented a report dated March 9, 1998 of a meeting of the committee held on February 25, 1998. A copy was distributed to members.

5.7. Report from the Residency Credit Exemption Committee

Lawrence Becker reported that Residency Credit Exemption was granted to an applicant from the Community Support Worker program, to enable the student to gain credit for 75% non-resident work.

5.8. Report from the Education Technology Program

Barbara Allen reported that requests for AST computer parts are supported through their offices in the States. Discussions are underway to find a new supplier for computers to replace the AST. Requests for capital equipment have now been received which exceed the available funds. Priorities will be identified within the allotted budget. March 13 was the cut-off date for purchases of equipment for the current fiscal year. ETF meetings take place 2nd Wednesday of the month, 4:00 - 6:00 p.m. in the Boardroom, if members are interested to attend.

5.9. Report from the Matrix Committee

There was no report from the committee.

5.10. Board/Council Joint workshop -- Follow up Discussion

Members were encouraged to provide comments concerning the recent joint workshop between the Board and Council. The Chair also apprised members that discussions were underway to align resolutions and information items between the two bodies for efficiency. It was felt that a Board/Council Joint workshop should be held on a yearly basis for exchange of information and better understanding of the respective roles and responsibilities.

5.11. 1998-99 Budget Development

Draft Budget documents were sent to members under cover of the Chair's memorandum dated March 10, 1998. Full discussion of the draft budget should be occurring throughout the College over the next few weeks.

6. NEW BUSINESS

6.1. Board Interim Policy

The Chair requested that the above policies be shared with constituent groups for feedback. **The Policies will be discussed at the April meeting.**

6.2. Advanced Diploma in Psychiatric Nursing -- Proposal to Reduce the Existing Credits.

Members received a proposal and a **Notice of Motion** for a reduction of credit requirements from 39 to 30 for the Advanced Diploma in Psychiatric Nursing. **Members were asked to take the proposal to their constituent groups for feedback and discussion at the April meeting.**

6.3. Faculty Council Members' Roles on FECs/DECs

The Chair reviewed her memorandum dated March 5, 1998 suggesting a meeting with faculty representatives on Council to discuss their roles and responsibilities as liaison members between Council and FECs/DECs. There was general consensus **to meet on March 30, 1998. The Chair will follow up on this request with a memorandum indicating the time and place.**

7. NEW BUSINESS -- For Information and Circulation

7.1. Thomas Haney Action Plan for Fall Recruiting

7.2. Approval of LOI for CIS - Software Development Specialist Advanced Diploma Program -- Letter from the Ministry dated January 8, 1998.

7.3. Centre 2000 -- Project Activities Report

7.4. Terms of Reference -- Science and Technology: Strategic Academic Plan 1998-2005

7.5. Sexual and Harassment Policies -- Provision for External Investigator

7.6. Learning EDge (1st Issue of a new Kwantlen publication)

7.7. "Thoughts on Teaching" (Simon Fraser News, Feb. 5/98)

8. ADJOURNMENT: The meeting adjourned at 6:00 p.m.