DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 17, 2003 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:	**Regrets:**
Hudson Andrews	Trish Angus (Non-Voting)
Marilyn Brulhart	Steve Gadsby
Laura Byrne	Ann Kitching (Ex-Officio)
Colin Campbell	Arlene Patko
Ray Chapman	Graham Rodwell
Ted James	
Joel Koette	
Jan Lindsay	**Guests:**
Kim Longmuir	John McKendry
Susan Meshwork (Vice Chair)	Brenda Walton (for T. Angus)
Elsie Neufeld	
Michael Ouellet	
Brenda Pickard (Secretary)	
Penny Swanson (Chair)	
Trevor Tombe	
Carey Vivian	
Wendy Wheeler	
Des Wilson	
Susan Witter (Ex-Officio)	

    The Chair advised members that elections for Faculty and Students to serve on Education Council next year have concluded. She expressed appreciation to Elsie, Colin, Susan, Marilyn and Laura for staying on. She thanked those members who were leaving for their hard work. The Chair advised members that only two student seats have been filled and thanked Michael for staying on. She added that the Staff elections have not yet been concluded.

2. APPROVAL OF THE AGENDA The Chair asked to switch items 4.5 and 4.6 as a course was coming through both the Admissions and Language Competency Committee and the Curriculum Committee. The Chair added items 5.3 - Educational Technology Capital Requests; 5.4 - Summary Draft: Douglas College Professional Development Day 2003; and, 5.5 - Program Approval Process - New and Revised Credit Programs.
    The Agenda was approved as revised.

3.   APPROVAL OF THE MINUTES OF THE FEBRUARY 17, 2003 MEETING The
     Minutes were approved as circulated.

4.   BUSINESS ARISING FROM THE MINUTES

     4.1   Policy review: *Withdrawals, Course and Status Changes*: The Chair advised
           members that this policy is undergoing its five year review.

           The following discussion ensued:

                 •   E. Neufeld expressed serious concern regarding the reduction in
                        the number of times a student can withdraw from a course,
                        including Developmental Studies (DVST) courses, from three to
                        two times. This, she noted, may impose barriers for DVST
                        students. She added that these courses are preparatory courses in
                        nature. She added that the demographics of DVST students are
                        different than the general College population.
                 •   It was clarified that students have the right to meet with the
                        Registrar or Associate Registrar to request a waiver. It was added
                        that this was not an appeal process. E. Neufeld advised members
                        that instructors feel that this still would create an unecessary
                        barrier for DVST students as they may be less inclined to use the
                        "system".
                 •   B. Walton agreed to extrapolate available data from the system to
                        determine what, if any, impact a revision to this policy would have
                        on DVST students and provide it at the next Council meeting.

           MOVED by E. Neufeld, SECONDED by R. Chapman,

           BE IT AND IT WAS RESOLVED:

                 **THAT Education Council defer the Motion to approve the revisions
                 to the Withdrawals, Course and Status Changes policy until further
                 information is available.**

           The Motion was CARRIED.

     4.2   Revised Community Social Service Worker program: R. Chapman advised
           members that the curriculum content of CFCS 461 and 462 is considered essential
           for field success and workplace competency. In response to a question R.
           Chapman advised members that the change in status from "elective" to "required"
           would benefit students by providing a clearly defined program path without a

need to "shop" for electives.

MOVED by R. Chapman, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

> **THAT Education Council approved the change in status from elective to required for CFCS 461 and 462 courses.**

The Motion was <u>CARRIED</u>.

4.3 <u>Applied Degree Standards Committee</u>: H. Andrews advised members that the Committee will meet next week.

4.4 <u>Student Success Task Force</u>: T. James advised members that the Task Force is in the process of reviewing feedback from Council members. He noted that the Policy Committee will be provided with possible new language changes.

T. James advised members that the Task Force is working on a third set of proposals which will focus on: institutional transfer, transition to employment, student orientation, supplemental exams, and other issues. He added that the proposals will most likely come to the April meeting.

4.5 <u>Curriculum Committee Recommendations</u>:

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

MOVED by D. Wilson, SECONDED by E. Neufeld,

BE IT AND IT WAS RESOLVED:

> **THAT Education Council approve the curriculum guidelines for CHEM 205, CHEM 320, CHEM 420, CHEM 421, PHYS 321, PHYS 322, PHYS 420, PHYS 421, PNUR 724, CMPT 100, CMPT 220, CMPT 310, CMPT 350, OADM 228, OADM 242, MUSC 107, MUSC 108, MUSC 142, MUSC 242, MUSC 342, MUSC 442, MUSC 140, MUSC 240, MUSC 340, MUSC 440, MUSC 170, MUSC 270, MUSC 370, MUSC 470, MUSC 143, MUSC 243, MUSC 343, and MUSC 443.**

The Motion was <u>CARRIED</u>.

4.6   Admission and Language Competency Committee Recommendations:

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

MOVED by K. Longmuir, SECONDED by D. Wilson,

BE IT AND IT WAS RESOLVED:

> **THAT Education Council approve 1) the addition of a current Standard First Aid Certificate and CPR Level C as an admission criteria for the English as a Second Language/Home Support/ Resident Care program; and 2) the addition of a Math high school equivalent to the prerequisites for Chemistry 108 and 110 and Computing Science 110.**

The Motion was <u>CARRIED</u>.

5.   NEW BUSINESS

5.1   Motion from Humanities and Social Sciences regarding Study Break: Humanities and Social Sciences brought the following Motion forward: "Moved that: 'Study Break' be regularly and permanently scheduled for the Monday and Tuesday of Week 6 of the Winter Term, rather than the current practice of scheduling it to occur on the Thursday and Friday."

It was noted that making this a permanent change will have implications for a number of programs, and that there are other alternatives to the one proposed.

<u>ACTION</u>   **In light of the feedback from Council, Colin will take this back to his Faculty. Members, please take this back to your FECs/DECs for further consideration.**

5.2   Student Success Task Force recommendations - Set #2: Proposals on Student Progress: The Chair reminded members that Council is being asked to approve, in principle, the proposals.

5.2 a)   Proposal 4: Academic Performance: "This proposal recommends strengthening the current Academic Performance policy by establishing an early warning mechanism, changing the threshold for academic probation, providing students with on-going access to grades, and requiring a minimum GPA for graduation."

T. James advised members that there is concern about the number of students going on probation. He noted that currently, students may not be warned early enough regarding their GPA standing.

T. James noted the Task Force's recommendations:
1)   The College should introduce a comprehensive, college-wide orientation process;
2)   Establish an "Academic Alert" system to warn students early about low academic performance. He noted that a student would receive a letter from the College if their GPA was 2.0 or less. This, he added, would not be flagged on the students' academic record.
3)   Students should receive ongoing information about their grades. Currently, students receive this information after mid-terms or end of semester grades. He noted that the introduction of "Campus Pipeline" software will permit assignment marks to be posted on-line and will compute GPA averages automatically.
4)   The current probation system be amended to change the threshold and increase some conditions. He noted that students would be placed on probation if they attempt 9 credits in a term and the term GPA is 1.7 or below or if they attempt 9 credit and the overall GPA is 1.7 or lower. He noted that students who attempt a further minimum of 6 credits and whose GPA is below 1.7 would have to withdraw for a major semester. Upon returning, students would be restricted to a maximum of 9 credit and would need to achieve a GPA of 2.0 or higher.
5)   That a minimum GPA requirement of 2.0 be put in place for graduation (unless a higher GPA standard is required by an individual program).
6)   A study should be conducted by Institutional Research after a 2 year period to determine the effectiveness of the new probation criteria.

There was some discussion regarding the logistics of the Campus Pipeline software i.e., instead of sending a letter to the student regarding their status, an email would be sent to them.

In response to a question, T. James noted that after each test, the grade would be entered into the system and the GPA would be calculated automatically. It was noted that grades for courses are not completely based on exams. Students receive marks for attendance, project, participation etc.

It was noted that Mastery courses are not calculated.

J. Koette expressed appreciation for how "well thought out" number 4 was. He added that, at times, he currently is unsure of where his GPA stands and the use of the Campus Pipeline would be very useful.

P. Swanson advised members that A. Kitching provided her with the following comment: "there should be somewhere for faculty to refer students before they fail" (possibly the Learning Centre?).

5.2 b) <u>Proposal 5: Enhancing Student Learning</u>: This proposal suggests some initiatives on how the College could "build upon current best practices to assist more students to be active and engaged in their own learning and in college life".

T. James advised members that the outcomes data regularly indicates that students feel they are receiving high quality instruction at the College; however, the out of class learning experiences for students is much less favourable.

He noted specifically that a questionnaire done by B. Cowin, 1999, indicated that: 40% of students admitted they had never checked out books from the library, 48% had never made an appointment with an instructor during office hours, 52% had never discussed career/ and or educational plans, interests, and ambitions with an instructor... and so forth (for further details, pls. see page 6 of the proposal). There was some discussion regarding the use of the Campus Pipeline to advise students of upcoming events.

T. James noted the Task Force's recommendations:

1) The Curriculum Development and Approval policy be amended to ensure that the Instructor's Course Outline include a "Guide to Student Success" consisting of an explanation by the instructor of advice to students on how to succeed in the course.
2) The Learning Centre expand its services to provide study groups and online tutoring.
3) The College should make the installation of Campus Pipeline a top priority in next year's budget.
4) The College develop a student-faculty mentorship service for students in open-enrollment programs.
5) The College change the timetable matrix to include a common activity time block.

6) The College support the development and maintenance of integrated curriculum initiatives.
7) That Student Services develop with the Communications and

Marketing Office a plan for publicizing more widely and frequently the services which are available to students at the College.

It was noted that there is limited space in the College for students to get together and study.

There was some discussion on the fact that almost half of students have not taken out a library book. Some felt the reason may be online accessability to journals etc.

There was general support for recommendation 5; however, it was cautioned that students are away from the College, when not in class, for a variety of reasons i.e., work, families etc.

It was cautioned that recommendation 4 may cause workload issues among Faculty.

5.2 c)   Proposal 6: Excellence Programming: This proposal recommends amending College policy to enable Honours programming to be developed at the College, to formalize in policy the Dean's List, Honour Roll and departmental awards, as well as to introduce a Gold Cord Award at graduation. T. James noted that this proposal is an attempt to augment what is currently done at the College i.e., Educational Excellence awards, Dean's list, Honour role etc.

T. James noted the Task Force's recommendations:

1)   That the Douglas College Credential Policy be revised to include provisions for awarding Honours credentials.
2)   That the Douglas College Academic Performance Policy be revised to include provisions that enable recognition of academic excellence.
3)   That students who achieve the Dean's List, Honour Roll or a student excellence award will be publicly recognized through publication of a Douglas College Honours Recognition List that will be displayed at the graduation ceremony and other public venues.

Members were pleased to see an emphasis on honouring student excellence.

J. McKendry reminded members of the discussion regarding the "honours" designation to a proposed program from the Faculty Commerce

and Business Administration last year. He suggested that the Task Force have a clear definition of the term "honours".

P. Swanson advised members that A. Kitching provided her with the following comment: "The 60 credit/20 courses requirement will make getting an honours diploma difficult for students in the sciences."

It was suggested that a cohort may be more effective than an honours program. It was noted that cohorts are very effective in enhancing student learning.

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

5.3   Educational Technology Capital Requests: The Chair advised members that every year, after ETF approves the proposed Capital Expenditures, a group from Education Council reviews the proposals. M. Brulhart and K. Longmuir volunteered to review the requests.

5.4   Summary Draft: Douglas College Professional Development Day 2003: The Chair advised members that this item was for information. It was agreed that the P.D. Committee did an excellent job.

MOVED by T. James, SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

> **THAT Education Council offer its congratulations to and appreciation of the Douglas College Professional Development Committee for the great job they did for P.D. 2003.**

The Motion was CARRIED.

5.5   Program Approval Process - New and Revised Credit Programs: The Chair advised members that this policy is up for review, but also the government has changed the process. She noted the need to add "applied degrees" to the policy.

ACTION   **Please take this policy to your constituency groups for feedback. Written feedback should be sent directly to the Chair.**

6.   REPORTS

6.1   Report from the Chair
        The Chair noted that the Operating Fund Surplus policy was approved at the
        February Board meeting.

        The Chair advised members that she had attended a conference on Adjudicative
        Tribunal Training which will help with the Appeal Tribunal and with updating the
        Student Appeals policy.

        The Chair attended the workshop on SFU undergraduate curricula. She noted that
        it was interesting and well attended; however, it was her sense that the questions
        were not satisfactorily answered.

        The Chair advised members that COEDCO met on March 8. One of the items
        discussed was applied degrees. She noted that Bill Parker, from the Ministry,
        reported on what they were doing. Mr. Parker memtion six things that staff are
        working on at the moment: 1. Educational Planning - finding a standardized
        approach; 2. ITAC; 3. Aboriginal post secondary education framework; 4.
        Medical expansion at UBC; 5. Technical and trades training in the interior; and 6.
        Leadership/Economic Development Chairs.

        The Chair advised members that the Curriculum Committee at the University
        College of the Cariboo, over the last 18 months, have approve 250 new courses
        and 1,000 changes. She added that the Curriculum Committee at Capilano
        College has 20 members.

        The Chair noted that there has been some discussion, via email, from COEDCO
        about policies on Academic Freedom. She added this may be one of the things
        that the Ministry looks at when institutions are proposing Applied Degrees, and it
        may be something for the College to look at in the future.

6.2   Report from the President
        The President reported that the College has now received its Budget letter. She
        noted that there were no "surprises". On a related note, the President advised
        members that each institution received additional monies, on a one time only
        basis, for operating capital. She noted that the Board will be asked to approve
        using some of the money for Furniture, Fixtures and Equipment (FF&E).

        The President advised members that construction of the 5th and 6th floor has gone
        out to tender.

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 Standing Committee on Educational Policies
        K. Longmuir advised members that the Committee will start to review the
        Program Approval Process - New and Revised Credit Programs policy.

6.6   Report from the Standing Committee on Planning and Priorities
        There was no report.

6.7   Report from the Standing Committee on Admissions and Language Competency
        Standards
        B. Walton advised members that the Committee was having difficulty attaining
        quorum and reminded members to forward their regrets to the Chair of the
        Committee.

6.8   Report from the Educational Excellence Committee
        L. Byrne advised members that J. Koette and B. Walton have agreed to join the
        Committee.

6.9   Report from the Curriculum Committee
        There was no report.

6.10   Report from the Research Ethics Board (REB)
        S. Meshwork advised members that the REB is working on the policy. She added
        the REB had reviewed a research proposal.

6.11   Report from the Education Technology Forum
        There was no report.

6.12   Report from the International Education Advisory Committee
        There was no report.

7.   NEW BUSINESS

8.   ADJOURNMENT Moved by R. Chapman, Seconded by K. Longmuir, the meeting
      adjourned at 6:05 p.m.

_____ Chair _____ Secretary