

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON TUESDAY, MAY 19, 1998 AT 3:00 P.M. -- ROOM 1640

1. ROLL CALL

Members Present:

Barbara Allen
Trish Angus (Non-Voting)
Lawrence Becker
Paul Biscop
Darryl Flasch
Victoria Foley
Mia Gordon (for S. Witter)
(Ex-Officio)
Rashida Ismail (Secretary)
Kim Longmuir
Dawn McDonald
John McKendry
Susan Oesterle
Debbie Smith
Julie Roper
Jim Sator

Meg Stainsby (Chair)
Gerry Sieben (Ex-Officio)

Regrets:

Al Atkinson
Georgina Ferguson
Sandra Hochstein
Maria Iaquinta
Beverley Miller
Christa Peters
Susan Witter

Guests:

Janet Allwork
Jean Cockburn
Cheryl Matheson
Lorna McCallum
Drew Young

The Chair opened the meeting at 3:05 p.m.

2. APPROVAL OF THE AGENDA:

The order of business was re-arranged to accommodate the guests and to ensure that Council conducted business with the required Quorum. The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE APRIL 20, 1998 MEETING

The Minutes of the April 20, 1998 meeting were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1. Standing Committees:

(a) (i) Approval in principle of Curriculum Committee

On behalf of the Task Force to Review Council's Standing Committees, and the Educational Policy Committee, the Chair reviewed her memorandum dated May 10, 1998 recommending the creation of a Curriculum Committee to enable Council to fulfill its role under the Act ... "to set curriculum content for courses leading to certificates, diplomas or degrees". She added that this responsibility is currently given to the Faculty/Department Education Committees which is contrary to the Ministry's directives. (A copy of the Ministry's letter dated September 1996 was distributed to Council in the package).

Following a brief discussion, the Chair presented the following Notice of Motion

THAT Education Council approve in principle the creation of a Curriculum Committee, as proposed.

(ii) Approval of Interim Terms of Reference of the Curriculum Committee

The Chair reviewed briefly a draft Terms of Reference for the Curriculum Committee as submitted, and proposed that the committee should comprise two members to review curriculum guidelines, once approved by the appropriate FECs/DECs and Dean(s), to make recommendations to Council as a whole. In the context of process, Jean Cockburn, Chair of the Policy Committee, explained that a summary of course outlines will be submitted to Council for approval on a regular basis.

The Chair then presented the following Notice of Motion

THAT Education Council approve on an interim basis the proposed terms of reference for the Curriculum Committee, and request that the new Committee submit revised terms of reference by October 1998.

(iii) Approval of revised Policy E.02.03.08 "Standards and Procedures for the Development and Approval of College Curricula"

The Chair drew members' attention to the revised Policy E.02.03.08 "Standards and Procedures for the Development and Approval of College Curricula" (consolidating policies E02.03.11, E.04.01.05, E.02.03.06, E.02.03.07, A17.01.04). While reviewing the proposed policy, Jean Cockburn advised that the PLA component has been included in the policy. Further discussions will be necessary on the question of modes of instruction (clinical, practicum, preceptorship and lecture) since the language has Collective Agreement implications.

The following Notice of Motion was presented:

THAT Education Council approve the proposed new guidelines governing the development and approval of College curricula, as represented by consolidated policy E.02.03.08.

Reference was also made to the revised draft Course Control Sheet attached to the Policy.

The Chair requested members to review the above three items with their respective constituent groups and to forward queries/suggested changes to Jean Cockburn, well in advance of September's meeting, to allow the Policy Committee time to respond to feedback. It was agreed to consider the notice of motion at Council's September meeting.

4.1. (b) Educational Excellence Committee

The Chair stated that at its initial meeting, the Committee discussed its terms of reference. A further meeting is scheduled for June 1 at which time the committee hopes to finalize its ToR's. These, together with a membership list, will be submitted to Council at its June meeting.

4.2. Education Technology Tactical Plan 1998-2001

Pursuant to Susan Greathouse's presentation at the April 1998 Council meeting, and at the request of the Chair, **Susan Oesterle, Barbara Allen, Lawrence Becker and Victoria Foley** volunteered to serve on a task force to review (as a consultative process) the 3-year Education Technology Tactical Plan. **The Chair will confirm the time and place** for this review which might take place on Thursday, May 28.

5. ON-GOING BUSINESS

5.1. Report from the Chair:

As a follow up to the Council's recommendation for a yearly-intake of students for the **HIS Program**, the Chair advised that the Senior Management Team has agreed to stay with its original decision for an **alternate-year-intake** due to budgetary reasons.

The Chair will be attending the **AECBC and CoEdCo meetings** in Cranbrook from June 4 - 6, 1998.

The Chair will participate in a **panel discussion on Councils and governance** at the CIEA convention at Harrison on May 23.

Barbara Allen will be attending the ACCC conference in Winnipeg in May as a member of Council.

The Chair held an **orientation session** with one new **student member** of Council. She will conduct a further session with the other two members and will invite all three students to the June meeting. Darryl Flasch will be returning for the second term.

Election for a Chair and Vice-Chair of Council may take place in June if revisions to the Council By-laws are approved by the Minister prior to the meeting. The Chair expressed interest in standing again for Chair, but asked members also to consider running for either positions.

The **June Council meeting** will be held on **Monday, June 15 at 3:00 p.m.** in the Board Room, **followed by a brief reception. Following the reception, a joint session has been arranged for the Council and Board members on the budget from 5:30 p.m. until 6:45 p.m.** The budget will be presented to the Board for approval at its June 18th meeting.

The Chair reminded members that proposals for the College Strategic Development Funds are due on Friday, May 29, 1998.

As a follow-up to the faculty members' discussion of roles and participation on Council, the Chair suggested that some time be scheduled at the June meeting, for a brief round-robin to exchange views on how Council members are finding themselves handling their liaison responsibility, and asked for suggestions as to how members may improve their role.

5.2. Report from the President

Mia Gordon, on behalf of the President, stated that the next year's master education plan will be firmed up as soon as possible. However, plans for the subsequent four years will be further discussed in a consultative process which will include members from the governing bodies, Deans, Directors, Managers and external bodies such as the Ministry and Technical University officials, before finalizing the College's educational directions.

5.3. Report from the Learning Outcomes Coordinator

In the absence of Nancy Oike, there was no report.

5.4. Report from the Standing Committee on Educational Policies

(a) Minutes of the April 29 Meeting: The Minutes of the April 29 meeting of the Committee were received as information.

(b) Annual Report of Activities: Jean Cockburn, Chair of the Educational Policies Committee, presented the annual report of activities.

(c) Policy Recommendations

The Chair referred to the Notice of Motion presented at the April meeting from Janet Allwork, Policy Reviewer, recommending Council consider withdrawal of the following policies.

E.02.03.10 "Credit for Student Projects"; E.02.07.01 "Vocational Education"; E.04.01.01 "Textbook Prices"; E.04.01.07 "Instructional Information"; E.04.01.08 "General Regulations for Students".

While reviewing the rationale for withdrawing each policy, Janet Allwork clarified that some of the policies are incorporated in the proposed new policy "Standards and Procedures for the Development and Approval of New and Revised College Curricula" discussed earlier. In response to a concern, it was clarified that the withdrawal of the Vocational Education policy would not affect the ASE program. The "Textbook Prices" policy seemed to raise a fiscal issue that should be referred to the Board.

Trish Angus pointed out that the College follows a number of practices for which there are no written policies and if the College was challenged, it would not have substantive grounds for defense. Therefore, she asked Janet to review these practices based on the College Calendar, and department/faculty practices, and develop some policies. John McKendry informed Council that he intends to review all faculty-level policies in relation to College policies. The Chair noted that Janet's role does not currently include the writing of new policies to fill gaps.

(1) Policy E.02.03.10 "Credit for Students Projects"

MOVED by Barbara Allen, **SECONDED** by Kim Longmuir:

BE IT AND IT WAS RESOLVED:

THAT Education Council repeal the Policy E.02.03.10 "Credit for Student Projects".

The Motion was **CARRIED.**

(2) Policy E.02.07.01 "Vocational Education"

MOVED by John McKendry, **SECONDED** by Dawn McDonald:

BE IT AND IT WAS RESOLVED:

THAT Education Council repeal Policy E.02.07.01

"Vocational Education".

The Motion was **CARRIED.**

(3) Policy E.04.01.01 "Textbook Prices"

MOVED by John McKendry, **SECONDED** by Barbara Allen:

BE IT AND IT WAS RESOLVED:

THAT Education Council repeal Policy E.04.01.01 "Textbook Prices".

The Motion was **CARRIED.**

(4) Policy E.04.01.07 "Instructional Information"

MOVED by Jim Sator, **SECONDED** by Julie Roper:

BE IT AND IT WAS RESOLVED:

THAT Education Council repeal Policy E.04.01.07 "Instructional Information".

The Motion was **CARRIED.**

(5) Policy E.04.01.08 "General Regulations for Students"

There was general consensus that discussion on Policy E.04.01.08 "General Regulations for Students" be deferred until the June meeting.

(d) Policy Revisions:

The Chair referred to a memorandum from Janet Allwork, Policy Reviewer dated May 11, 1998 recommending approval in principle of five revised policies as presented. A revised copy of the "Grading Systems" Policy was distributed to members.

The following Notices of Motions were presented:

THAT Education Council approve in principle the revised Policy E.02.03.05, "Associated Studies".

THAT Education Council approve in principle the revised policy E.02.03.12, "Work-Based Learning Opportunities (Co-Op and Practicum)".

THAT Education Council approve in principle the revised policy E.02.03.13, "Audit".

THAT Education Council approve in principle the revised policy E.02.05.05, "Grading Systems"

THAT Education Council approve in principle the revised policy E.04.01.11, "Withdrawals, Course and Status Changes".

Concern was expressed about including the word "practicum" in the title of E.02.03.12 without also including words such as "preceptorship" or "clinical". Janet agreed to revise this policy in conjunction with Jim Sator.

In relation to the "Grading Systems" policy, Jim Sator suggested that revisions to this policy be discussed fully prior to entertaining the notice of motion.

MOVED by Julie Roper, **SECONDED** Dawn McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the decision to refer the "Grading Systems" policy (E.02.05.05) to the Standing Committee on Educational Policies.

The Motion was **CARRIED.**

MOVED by Paul Biscop, **SECONDED** by John McKendry:

BE IT AND IT WAS RESOLVED:

THAT Education Council submit the "Grading Systems" policy (E.02.05.05) to the Standing Committee on Educational Policies for review of grading distribution and Mastery Grade.

The Motion was **CARRIED.**

The Notice of Motion to approve in principle the revised policy E.02.05.05 "Grading Systems" was withdrawn.

On behalf of Education Council, Trish Angus extended her appreciation to Janet Allwork for effectively undertaking the educational policy revision work.

5.5. Report from the Standing Committee on Planning and Priorities

(a) Minutes of the May 9 meeting: The Minutes of the May 9 meeting of the Committee were distributed to members for information.

(b) Revised Terms of Reference

The Chair, on behalf of Maria Iaquina, presented the revised Terms of Reference of the Committee. Since the Terms of Reference were incomplete, **discussion and the Notice of Motion to approve the revised terms of reference were deferred until the June meeting of Council.**

(c) Annual Report of Activities: Maria Iaquina, Chair of the Planning and Priorities Committee, submitted an annual report of activities in the package.

(d) Process for Distribution of Instructional/Educational Tactical Plans

The Chair recommended that the following Notice of Motion presented at the April meeting be dealt with **at the June meeting**:

THAT Education Council request that a process be instituted for the distribution of Instructional/Educational Services tactical plans to Education Council and Institutional Research when completed; and

THAT the Institutional Research Office serve as the central repository for College tactical plans.

5.6. Report from the Standing Committee on Admissions and Language Competency

A report from Trish Angus dated May 8, 1998 concerning the admission process for LPNs was submitted to Council.

5.7. Report from the Residency Credit Exemption Committee

On behalf of Lawrence Becker, Trish Angus reported that three out of four applications for an exemption from the 50% Residency Credit requirement were approved. The reason for not approving the fourth application was that it was not brought forward by someone from the program area, which is a requirement. Discussions are underway for the request received from OADM.

5.8. Report from the Education Technology Forum

There was no report.

5.9. Report from the Matrix Committee

Debbie Smith submitted her report dated May 1, 1998.

5.10. Policy on Self-Funded Activities

The Chair requested members to forward comments or feedback to Peter Greenwood or Mia Gordon. Members were advised to review the policy carefully.

5.11. Proposal for General Studies Diploma

The Chair reported that the proposal for the General Studies Diploma will be **presented to Council in**

June.

6. NEW BUSINESS

6.1. Board Policy Re: Planned Change

The Chair informed members that the Board Policy Re: Planned Change was discussed at the May Board meeting. She clarified that the issue was not that Council would want to have joint approval, but rather to clarify its advisory role under the Act. Gerry Sieben stated that the Chair of Council and he will discuss the advisory role of Council and subsequently discuss this item with the Board (which will include a number of new members) in the Fall. He expressed his view that when Council "advises" the Board, the Board would need to provide a rationale if it chose not to heed the advice.

In the meantime, the Chair suggested that the Board Policy B.01.00.01T, "Planned Changes to the Organization, Structure and Operation of Educational Programs and Services", which is out of date, be referred to the Standing Committee on Educational Policy by short-cycling a motion as per her memorandum dated May 11, 1998.

MOVED by Jim Sator, **SECONDED** by Lawrence Becker:

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the decision to refer Board Policy B.01.00.01T to the Standing Committee on Educational Policy.

The Motion was **CARRIED.**

The Chair then referred to the second recommendation as per her May 11, 1998 memorandum concerning collaboration of the Education Policy Committee with the Board's Education Committee on the policy review.

MOVED by Jim Sator, **SECONDED** by Dawn McDonald

BE IT AND IT WAS RESOLVED:

THAT Education Council refer Board Policy B.01.00.01T, "Planned Changes to the Organization, Structure and Operation of Educational Programs and Services" to the Standing Committee on Educational Policy, and request that this Committee collaborate with the Board's Education Committee on this policy review, as proposed.

The Motion was **CARRIED.**

6.2. Theatre Program Restructuring and Course Revisions

At the request of the Chair, Cheryl Matheson reviewed briefly the Theatre Program Restructuring and Course Revisions, as presented, and stated that the program was re-structured in part as a result of the Unit Review undertaken in June 1994. **The Chair requested members to bring the proposal to the attention of their constituent groups and, should members have questions, to contact Cheryl at local 5279.**

The following Notice of Motion was presented:

THAT Education Council approve the Theatre program Re-structuring and Course Revisions as presented for implementation in September, 1998.

6.3. Board Interim Policy on Finance

The Chair asked members to bring the above policy to the attention of their constituent

groups and forward feedback or comments to Margaret Murray by June 4.

6.4. Policy A10.01.01, "College Facilities Use"

The Chair asked members to bring the above policy to the attention of their constituent groups and forward feedback or comments to Peter Greenwood by June 4.

6.5. Stagecraft Program Restructuring and Course Revisions

At the request of the Chair, Drew Young reviewed briefly the Stagecraft Program Restructuring and Course Revisions, as presented, and explained that the program was re-structured as a result of a Unit Review. He submitted to Council a revised copy of page 2 of the proposal. **The Chair asked members to forward the proposal to their constituent groups and contact Drew at 5280 should members have questions.**

The following Notice of Motion was presented:

THAT Education Council approve the Stagecraft Program Restructuring and Course Revisions as presented for implementation in September, 1998.

6.6. Letter of Intent: The Professional Communications Diploma Program

At the request of the Chair, Lorna McCallum reviewed briefly the LOI: The Professional Communications Diploma Program and asked that the implementation date (September 2000) in the Notice of Motion be deleted, pending educational approval of the program from the Ministry. In response to a question, Lorna clarified that the program offered by SFU was more focussed on media and on writing; however, Douglas students may pursue this program at SFU in the future should they wish. **The Chair asked members to forward the proposal to their constituent groups and contact Lorna at 5284, should members have questions.**

The following Notice of Motion was presented:

THAT Education Council approve in principle the Professional Communications Diploma Program as presented.

7. NEW BUSINESS -- for Information and Circulation

At this point the Quorum was lost.

The Chair drew members' attention especially to items 7.5. and 7.7. below and suggested that members share these publications with their colleagues.

7.1. Accreditation of the Nursing Diploma Program by RNABC

7.2. News Release from the Office of the Premier, Tuition Freeze through Legislation, April 22, 1998.

7.3. Article on "Customizing a Degree", MacLean's April 20, 1998

7.4. 1998/99 Operating Budget -- 100 FTE for David Lam

7.5. Article "Digital Diploma Mills, Part II, The Coming Battle Over Online Instruction" (David Noble)

7.6. Leadership Abstracts - "Certificates on Center Stage: Occupational Education for a Working Economy", Stella A. Perez and Carol C. Copenhaver, 11.3 (March, 1998).

7.7. Reflections from the Spring Break, Douglas Development Team.

8. ADJOURNMENT

The meeting adjourned at 5:20 p.m.

_____ Chair _____ Secretary