

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, NOVEMBER 18, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Hudson Andrews
Marilyn Brulhart
Laura Byrne
Ray Chapman
Ted James
Ann Kitching (Ex-Officio)
Joel Koette
Jan Lindsay
Kim Longmuir
Susan Meshwork (Vice Chair)
Elsie Neufeld
Michael Ouellet
Arlene Patko
Brenda Pickard (Secretary)
Penny Swanson (Chair)
Trevor Tombe
Carey Vivian
Wendy Wheeler
Des Wilson

Regrets:

Trish Angus (Non-Voting)
Wilma Marshall
Graham Rodwell
Susan Witter

Guests:

Al Atkinson (A/President)
Pam Burry
Bob Cowin
Julie Crothers
Steve Gadsby
Norma Goldie
Joy Holmwood
Fran Johnson
Ashifa Manji (for T. Angus)
Linda Pickthall
Jim Sator
Linda vonTettenborn

2. APPROVAL OF THE AGENDA In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Chair added items 5.5 - Distributed Learning; 5.6 - Winter 2004 Calendar; and, 5.7 Science and Technology budget reduction proposal. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE OCTOBER 21, 2002 MEETING Members were asked to add the "Motion" (provided at the side table) approving item 5.3 - College Wide P.D. Day to their set of Minutes. Also noted was the approval of ENGL 315 by the Curriculum Committee which was mistakenly left off the Committee's October report. The Minutes were approved as revised.
4. BUSINESS ARISING

- 4.1 Budget Guidelines: H. Andrews expressed concern regarding bullet six which states "...are expected to target as their goal 100% of their official registration capacity ... on a Faculty/Department basis for sections allocated to them in the education plan". He noted that this continues to be a concern for applied programs and what the implications may be for program areas that have natural attrition rates. (Several other Faculty members expressed similar concerns.)

Al Atkinson advised members that the Task Force on Meeting Ministry FTE Targets and the Student Success Task Force are examining attrition issues; however, he added that attrition rates are not the only factors under consideration. Al advised members that the contract with the Ministry clearly requires the College to achieve 100 percent FTE and failure to comply will result in a loss of funding.

Al encouraged members to attend the College wide Forum on Student Success on November 27, 2002.

- 4.2 Policy on Planned Change: The Chair reminded members that a suggestion was made at the last meeting to add "will provide details of any transition plan" to the first paragraph on page two under the first bullet, second sentence.

There was no further feedback to the Board.

- 4.3 Interim Strategic Plan: The Chair drew member's attention to a document distributed by E. Neufeld on behalf of the Student Development DEC in response to the Strategic Plan. She noted that the Department has concerns regarding "1) how the plan will affect students with barriers in terms of accessibility of instruction and services, and 2) the measurement of student outcomes".

The following issues were discussed:

- concern was expressed as to how goals can be measured;
- under "Improve student success and persistence" perhaps include more specific language regarding students achieving their goals for enrolling at Douglas College;
- there is a need to differentiate between the Strategic Plan and the Master Education Plan;
- there is a need to build in qualitative measures to the language;
- in comparing this Strategic Plan with the previous one, it appears that this Plan is a "coping mechanism" rather than a plan that focuses on learners.

Specific feedback to Bob Cowin is as follows:

- can't measure student success solely on GPA or graduation numbers;
- the Plan should more reflect that the College puts students first and also should be re-arranged to put student-centred items first;
- Mission, Goals and Values should be reflected in the Plan, perhaps in the opening paragraph;
- include a statement in the Plan regarding student accessibility and diversity i.e., financially challenged students, students with disabilities and First Nation's students;
- consider the feedback from the DEC of Student Development;
- concern regarding achieving 100% FTE as external changes may impact enrollments, student success, and attrition rates;

Ann Kitching advised members that the same kinds of concerns and suggestions raised at Council were discussed at the Board retreat.

In response to a question, it was noted that the Interim Strategic Plan will have a "life span" of no more than two or three years.

- 4.4 OADM Restructuring Proposal: The Chair reminded members that this proposal is before Council for approval in principle adding the recommended credential name changes fall under the advisory role of Council to the Board.

There being no further feedback:

MOVED by R. Chapman, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Office Administration Restructuring Proposal, including the reduction from 36 to 30 credit for: Financial Certificate; Administrative Assistant Certificate; Legal Secretary Certificate; and, Medical Office Assistant Certificate.

The Motion was CARRIED.

MOVED by K. Longmuir, SECONDED by L. Byrne,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend to the Board to change the following credential names for: Legal Secretary Certificate to Legal

**Administrative Assistant Certificate; Financial Certificate to
Accounting Assistant Certificate; and, Online Legal Secretary
Citation to Online Legal Administrative Assistant Citation.**

The Motion was CARRIED.

In response to a question, Julie Crothers advised members that the majority of students taking the Online Legal Administrative Assistant program already have office assistant/business skills and most are in the work force. She added the program is designated "Online" as all courses are offered as such.

Jim Sator commented that he very much appreciated the efforts of his Faculty in dealing with the budget reductions in the Department of Commerce and Business Administration. He added that the Faculty's main objective was to keep learner's needs in mind.

- 4.5 Committee Appointments: P. Swanson advised members that the Curriculum Committee is still in need of a Chair.
- 4.6 Applied Degree Standards Committee: H. Andrews advised members that the Committee met since that last Council meeting. He noted that Carey Vivian has agreed to join the Committee. He added the Committee is awaiting the Provincial Committee's decision; however, added that the Douglas College Committee will be researching the definition of applied degrees in other institutions.
- 4.7 Student Success Task Force: T. James advised members that the Task Force may bring two to three proposals forward to December's meeting.

He reminded members that the Task Force is looking at student success from admission through to graduation. He added that the Task Force is looking at admission criteria. He added they are looking at whether some program areas should have preferential registration times, for example students with higher GPAs register earliest.

- 4.8 Curriculum Committee Recommendations: There being no discussion:

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

MOVED by H. Andrews, SECONDED by W. Wheeler,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ECED 121, ECED 122, ECED 220, ECED 320, ECED 100, ECED 183, ECED 200, ECED 211, ECED 231, ECED 282, ECED 283, ECED 300, ECED 312, ECED 331, ECED 382, ECED 383, ECED 401, ECED 412, ECED 420, ECED 450, ECED 482, ECED 483, MUSC 155, MUSC 255, MUSC 11, MUSC 211, MUSC 311, MUSC 411 AND NURS 296.

The Motion was CARRIED.

4.8 a) Semester Length: This item was deferred to the December meeting.

4.9 Admission and Language Competency Committee Recommendations: Concern was expressed regarding item three removing the Douglas College Writing Assessment as a pre-requisite for admission to the Print Future Program.

In response to a question, Ashifa Manji advised members that students are screened in many ways including providing a port folio, several writing examples and participate in a personal interview with the Program Chair. It was added that if the student did not meet the requirements of the Program, they would be asked to take certain courses to gain the necessary skills to, in future, complete the Program successfully. This item will come forward to the December meeting.

There was unanimous consent to short-cycle the Motion to approve recommendations one and two.

MOVED by R. Chapman, SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council 1) approve the pre-requisite of Math 11 with a C and English 12 with a C for students entering the Office Administration Diploma Program, and 2) approve the elimination of the age requirement of 19 years for the Therapeutic Recreation Program.

The Motion was CARRIED.

5. NEW BUSINESS

- 5.1 Phase out of course offerings for the Habitat Restoration Program: The Chair reminded members that this part of the Habitat Restoration Program closure has not followed established policy. She added that the changes for Fall 2002 were made without going through either the Science and Technology FEC or Education Council. She noted that Council was now being asked to approve the changes in retrospect, as was the FEC.

MOVED by J. Lindsay, SECONDED by M. Brulhart,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the course changes to the Habitat Restoration Program for the 2002-2003 academic year.

The Motion was CARRIED.

- 5.2 Applied Nursing Degree proposal - Letter of Intent: In response to a question, Joy Holmwood advised members that Colleges have not yet received advice on the new process for approving letters of intent. She noted the Faculty of Health Sciences is following the old process. She noted that the content of the submitted Letter of Intent will not change once the new process is in place.

ACTION Please forward specific feedback to Joy Holmwood. This item will come forward to the December meeting.

- 5.3 Douglas College/University of Calgary Co-Joint Bachelor of Community Rehabilitation Agreement: The Chair alerted members that this item is for information only as the original agreement was made before Education Council was established with its present powers.
- 5.4 Revised research Ethics and Practices Policy: T. James advised members that the Research Policy will replace the *Research Ethics and Practices* and *Standardized Testing for Research Purposes* policies. He added this is an attempt to bring the policy in line with the Terms of Reference of the Research Ethics Board. He added that key changes are rewording of Purpose and Statement; introduction of Scope section; insertion of definition of college resources; new sections on Research Resources; Sponsored Research; student Research, and Research Misconduct.

ACTION Please take this to your constituents for feedback to the December meeting.

- 5.5 Distributed Learning: P. Swanson advised members that the Library DEC has expressed concern regarding the notification of service areas when there is a change in the method of instruction that involves a change to on-line delivery. She noted that, even if the content is the same, the Library needs to know that on-line delivery is the mode of instruction because resources to support that mode are quite different from resources that students can be expected to come into the Library to obtain. She added that, if courses are being delivered on-line, instructors may not know about the resources the Library can obtain for students and, the methods for on-line students to access them.

R. Chapman advised members that DLS has a listserv which contains the names of those instructors using the on-line mode of instruction and perhaps those instructors could be advised of the Library's concerns.

- 5.6 Winter 2004 Calendar: The Chair advised members that a Motion is in the package from Bob Nicholls to request that Spring Break in Winter 2004 be moved from Thursday and Friday to Monday and Tuesday so that there will be 13 classes for all evening classes, rather than 14 Tuesday evening classes, and 12 Thursday classes.

ACTION Please take this to your constituencies for feedback to the December meeting.

- 5.7 Science and Technology budget reduction proposal: The Chair advised members that although this proposal addresses a budgetary issue, course content will be affected. She noted this is an area where Council has decision-making ability. The Chair advised members that the revised course outlines will come through Council for decision; however, Council usually has a motion to approve such a plan "in principle" as Council did with the Office Administration Program.

ACTION Please take this to your constituencies for feedback to the December meeting.

6. REPORTS

6.1 Report from the Chair

The Chair reported that the Board met on October 24. She highlighted a presentation on enrollment management that focused on retention and attrition rates. She noted that the current Chair of the Board, Harbinder Kainth Jassal announced that she would not be running for Chair next year, so other Board members need to decide if they wish to run for the position. She added Susan Witter's goals were approved at the meeting.

The Chair advised members that the Board held a retreat on October 26th. She noted the morning was devoted to a workshop by Leo Pera on governance. She added the afternoon session was focused on the Strategic Plan, noting that Board members were very concerned about what they heard at the Forum and made some suggestions as to how the Plan could be changed to reflect what they heard.

The Chair reported that the Council of Education Council Chairs (CoEdCo) met at Douglas on November 1st and 2nd. She noted two of the agenda items were Bccampus.ca and opening the Act. She noted that Devron Gaber attended from C2T2 and explained what BCCampus was and how they thought it would be organized. She noted that the announcement that the Open Learning Agency was being parceled out to other institutions had just been made and a lot of decisions are pending. She added that a committee has been struck to work out the details including who will get the FTE's and how support dollars will be distributed.

The Chair noted that Bill Parker, from the Ministry, also attended the CoEdCo meeting and asked what would make the Colleges and Institute Act more efficient. She noted the response was that giving Education Council's more actual power, rather than just advisory power would be helpful.

6.2 Report from the President

Al Atkinson, Acting President, reminded members that the President's Report was distributed to the College Community via email. He noted the President wished to highlight the work of Fran Johnson and the Educational Excellence Committee for their work leading up to and including the Awards presentation on October 26th.

Al also highlighted the last page of the Report regarding the National Summit on Innovation and Learning.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

The Secretary reminded members that the **December 9th, meeting will commence at 2:15 p.m. All documentation needs to be submitted to the Secretary (4900) no later than Thursday, November 28th, 2002.**

6.5 Report from the Standing Committee on Educational Policies

A report will come to the December 9th Council meeting.

6.6 Report from the Standing Committee on Planning and Priorities

The Chair advised members that the Committee has requested that they be given the following processes to review: Strategic Plan, budget exercise, and the

process for deciding on which applied degrees Douglas seeks approval for. She noted the mandate of this Committee is to give advice to Education Council on matters of and process for planning. This Committee only works on referral by Education Council to review planning and evaluation processes and institutional plans to ensure that appropriate governance structures are used in planning processes, and/or to suggest revisions, guidelines, criteria and processes for decision-making.

In response to a question, Al Atkinson advised members that this Committee was put in place when Council was new to the College.

Discussion occurred as to the need for this Committee to look at these processes at this time. A request came that the Chair ask the Committee why they feel these processes need to be monitored.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Educational Excellence 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 will meet on December 13.

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 - For Information and Circulation

7.1 Recommendations for section additions

7.2 FTE performance for Summer and fall Semesters

7.3 Student Profile and Perceptions Survey

8. ADJOURNMENT Moved by W. Wheeler, Seconded by K. Longmuir, the Meeting adjourned at 6:15 p.m.

_____ Chair _____ Secretary