

**DOUGLAS COLLEGE**  
**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**HELD ON MONDAY, SEPTEMBER 18, 2000 AT 4:15 P.M. IN THE BOARD ROOM**  
**NEW WESTMINSTER CAMPUS**

---

1. ROLL CALL

**Members Present:**

Barbara Allen (Vice Chair)

Janet Allwork (Chair)

Michael Belfare

Ray Chapman

Christian Guillou

Edward Inoue

Ted James

Dennis Lancien

Jan Lindsay

Kim Longmuir

Wilma Marshall

Dawn McDonald (for Geraldine Street)

Brenda Pickard (Secretary)

David Samuel

Dave Seaweed

Brenda Walton (for Trish Angus)

Catherine Willems

Des Wilson

Michael Wilson

Susan Witter

Ryan Wray

**Regrets:**

Trish Angus

Terry Farrell

Geraldine Street

**Absent:**

Anna Jajic

---

The Chair welcomed new and returning members to the meeting. She introduced Jan Lindsay, the Dean of Child, Family & Community Studies and the new administrative representative to Education Council. The Chair introduced and welcomed Council's new student members, and thanked Dawn McDonald for representing Health Sciences and Brenda Walton for representing the Office of the Registrar at this meeting.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.

3. APPROVAL OF THE MINUTES OF THE JUNE 19, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES:

4.1 Educational Excellence Committee Awards Recommendations: The Chair

reminded members that the Committee has done the preliminary work of recommending the award recipients.

Fran Johnson distributed the Notes of the June 14, 2000 Educational Excellence Committee meeting. Fran briefly reported the number of nominations the Committee received for each award and how many met the criteria. The successful nominees are as follows:

*Student Educational Excellence and Achievement* - Antoine Giraud (English and Creative Writing)

*Student Excellence Contributing to the College Community* - John Wilkins (Peer Tutor from the Learning Centre)

*Staff Excellence Contributing to Student Success* - Melissa Mack (Lab Technician from Psychology)

*Faculty Excellence Contributing to Student Success* - as there was “overwhelming evidence of excellence” the following two faculty members were each recommended for awards of excellence - Claudia Beaven (Psychology) and Len Millis (Biology)

*Administrative Excellence Contributing to Student Success* - Beverley Miller, Dean, Child, Family & Community Studies

**There was unanimous consent to short-cycle the Motion to approve the submitted recommendations.**

**MOVED by B. Allen, SECONDED by D. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Educational Excellence Committee’s recommendations for award recipients.**

**The Motion was CARRIED.**

Fran noted that the Committee selected a nominee for the Fairfax Financial Holdings Limited Scholarship program. Out of four nominations, Amber Schaffner was selected as the nominee from Douglas College.

The ensuing discussion focused on a suitable occasion for the awards presentation. Fran advised members that a tentative arrangement has been made

to present the awards at the Board meeting following the Seasonal Event in December. It was suggested that an appropriate place to showcase excellence would be at convocation. Fran indicated that she would renew her discussions with the Registrar.

Fran noted that the Committee will consider presenting the awards every two years instead of one. She advised members that the Committee is asking the College community for feedback about improving the awards selection process.

- 4.2 Program Profile Planning: Susan Witter referred to the letter she received from the Ministry (contained in the package) indicating the Letter of Intent for the Youth Justice Worker Diploma program has been approved with several conditions. This conditional approval enables the College to develop the full proposal. The President indicated that only eight Letters of Intent throughout the province have been supported by the Ministry this year.

Susan advised members that the 2001/2002 Program Profile Submission has been finalized since last May's consultation with Council and, in order to comply with the Ministry's expedited timelines, will now go to the Board for approval. She noted that the criteria and guidelines used to develop the Program Profile were in compliance with the Master Education Plan. She continued that the Ministry has asked all institutions to provide a model for 102% and an alternate option. The Youth Justice Worker Program is a priority.

- 4.3 Scheduling Final Exams: The Chair reminded members that at the last meeting it was agreed to narrow the proposed six options contained in Trish Angus' memo and to present this narrowed selection to constituency groups for discussion and feedback.

Option 2 allows scheduling final exams in the final class period which at present conflicts with the policy stating that no exam worth more than 10% may be given in the last week of classes. Several concerns were noted: students may study for exams scheduled in the last week instead of finishing final class assignments in other courses.

Option 3 allows for exams to be scheduled on two Saturdays. This option presents a number of difficulties as well: collective agreement; student availability i.e., part-time work; observing the Sabbath. It was noted, though, that these problems were surmountable. Two members of the Semester Length Review Task Force (SLRTF) which originally addressed the exam schedule issue spoke to their feeling that this option presented the fewest problems. It was also pointed out that other colleges and universities schedule Saturday exams and have done so for years. **It was therefore agreed to promote this option when presenting the entire document to constituency groups.** It was further pointed

out that solutions to exam scheduling difficulties must be found and that Council's responsibility is to recommend solutions which respect the concerns already raised by the SLRTF's deliberations and which have the least impact on curriculum and instruction.

**ACTION Members are requested to bring their feedback to the October meeting for final decision.**

- 4.4 Admission Requirements for Open Enrollment Programs: The Chair advised members that a sub-committee has been formed to recommend admission standards for open-enrollment areas. The Chair noted that if the Committee is able to come to a tentative recommendation, it may solicit initial response from the open enrollment FECs before bringing a recommendation to Council.

The Chair noted that Council offers advice to the Board with regard to qualifications for admission policies and any decision must go to the Board for approval and adoption.

- 4.5 Residency Credit: The Chair referred to the report of the Residency Credit Exemption Committee and the earlier memo from John McKendry and the Deans which had been discussed preliminarily in June. A third paper from Carol Howorth was made available at the meeting and its contents briefly highlighted.

Because of the presentation of new information which Council members had not been able to read prior to the meeting and which added further complication to the already conflicting perspectives of the two original documents, the Chair recommended a process to enable Education Council to work toward resolution of this issue: the PLA policy which currently houses the residency requirement is scheduled for review this year. A working group including, if possible, representation from the Residency Credit Exemption Committee and the Educational Policy Committee as well as the PLA Co-ordinator might review the policy, the three documents currently before Council, other relevant information, and feedback from constituent groups to bring forward a recommendation for Council's consideration. It was noted that the Policy Committee has a number of policies underway at the moment so that work on this policy and attendant issues would not begin immediately. In the meantime, the status quo would remain with the Residency Credit Exemption Committee in place.

In order that this working group can receive the feedback of Council constituents, it was agreed that members would take to their constituents for discussion and response the specific recommendations outlined in each of the three documents. It was requested that these responses be in writing so that they can be passed on directly to the working group.

**ACTION** Please prepare a written response documenting your constituents' responses to the recommendations outlined in the three documents and submit these by November 1<sup>st</sup>, 2000 to Brenda Pickard.

- 4.6 Draft Progress Report - Self Study Implementation Plan: The Chair drew members' attention to the memo from Bob Cowin asking for one or two people from each area to provide feedback to the Progress Report.

**ACTION** The Chair asked that this feedback be brought to next month's meeting.

- 4.7 Curriculum Committee Recommendations: R. Chapman advised members that he and Amanda Hardman reviewed twenty course revisions and the curriculum guidelines for a new course on e-business portal development. He informed members that the course revisions and new course were consistent with all educational policies.

A question was asked and answered about the nature of the revisions.

**There was unanimous consent to short-cycle the Motion to approve the submitted new course and revised curriculum guidelines.**

**MOVED by D. Lancien, SECONDED by E. Inoue,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for HSRC 100, HSRC 101, HSRC 102, HSRC 110, HSRC 111, HSRC 112, ECED 100, ECED 282, ACCT 110, ACCT 210, ACCT 235, ACCT 310, ACCT 320, ACCT 350, ACCT 410, ACCT 420, CISY 300, CISY 410, CISY 530 and OADM 245.**

**The Motion was CARRIED.**

- 4.8 Task Group on Open Enrollment Admissions: The Chair referred members to the minutes of recent meetings in the package and advised members that a meeting is scheduled for Wednesday, October 4 and that a draft of the final report will go to SMT for consideration.

5. NEW BUSINESS

- 5.1 Policy Revision - Withdrawals Policy: The Chair referred members to a memo from the Registrar which advised that the Task Force on Admissions and

Registration is asking Council to consider reducing the number of times a student may take a course from three to two. It was clarified that there would continue to be grounds for a waiver.

**ACTION**      **Please bring feedback to next month's meeting for final vote.**

- 5.2      Assignment of Committee Responsibilities: The Chair indicated that several committees were in need of student representation. She described briefly the mandate of the Planning and Priorities Committee and the Educational Excellence Committee and asked for volunteers.  
(Subsequent to the meeting, the Chair advised the Secretary that Ryan Wray had volunteered to join the Planning and Priorities Committee and Dennis Lancien volunteered to be a member of the Educational Excellence Committee)
- 5.3      Proposed Revisions to Board Policy: The Chair asked members to identify two or three key people from their areas to review the proposed revisions and bring their feedback to the next meeting.

**ACTION**      **Please bring comments or concerns to the October meeting.**

6.      REPORTS

6.1      Report from the Chair

The Chair advised members that an updated membership list and a revised meeting schedule are contained in their package. She asked members to discard the meeting schedule distributed earlier and replace it with the one in the package.

The Chair advised members that she attended the college-wide forum on revising the College's values on August 30<sup>th</sup>. She asked members to continue their participation and to encourage their constituents to participate in this important on-going discussion.

The Chair reported that she had a meeting with Peter Greenwood and Linda Valecourt in June regarding student Course Packs. She noted that there is concern that students are being asked to pay for course outlines when these are included in course packs. She noted that in order to avoid this, genuine course outlines (which must not contain copyright material) should be printed by the print shop. She added that it may be possible to get an agreement with the Bookstore and Peter as to the number of pages that can be included in a course pack but not charged so that students will not be required to pay for course outlines.

The Chair noted that Linda advised her it would be exceedingly useful from the

Bookstore and print shop's perspective for the first page of course outlines to follow a standard format.

On a related topic, the Course Outline Template should be available in October.

The Chair advised members that the listserv has been dissolved and a new one whose address will not be published on the web will be created.

The Chair advised members that as a result of the discussions that took place at Council last spring regarding Educational Technology and Council's suggested amendment to the 2000-2001 Tactical Plan, Council has been invited by TPMC to have representation into the 2001-2004 three-year plan. Penny Swanson has agreed to fill this role and will report to the Planning and Priorities standing committee of Council. In order to ensure that Penny is familiar with the planning and consultation needs of Council's constituencies, Joan Wenman, Chair of this Committee, will call a meeting in October which interested Council members (or delegates with educational technology expertise) will be asked to attend.

The Chair advised members that the call for innovative educational technology projects has gone out.

The Chair informed members that Education Council is one of a number of sponsors of the upcoming forum (September 27<sup>th</sup>) entitled "Education: A Public Good?" exploring private/public education in B.C. She encouraged members to attend.

#### 6.2 Report from the President

The President advised members that her report was sent via e-mail to the college community. She indicated that she welcomed feedback on her reports and encouraged members to provide it.

The President reported that she and a number of CEO's of urban colleges will meet with the Deputy Minister to raise common concerns around funding issues.

The Ministry is looking at the concept plans for the addition of a 5<sup>th</sup> and 6<sup>th</sup> floor at the New West campus. The President is optimistic that the plan will move forward.

#### 6.3 Report from the Board

There was no report.

#### 6.4 Report from the Standing Committee on Educational Policies

There was no report.

#### 6.5 Report from the Standing Committee on Planning and Priorities

There was no report.

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

There was no report.

6.7 Report from the Residency Credit Exemption Committee

There was no report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research and Standardized Testing Committee

There was no report.

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

7.1 Joint Certificate - Douglas College and Northern Lights College

7.2 Douglas College Green Team Three Year Plan

7.3 Educational Technology: A Framework for Planning and Decision-Making (June 2000)

7.4 Educational Technology Tactical Plan: Progress Report and Update: 2000-2001

7.5 Educational Technology Policy Framework

1. Equipment Funding

2. Executive Summary

7.6 Collaborative On-line Programs for E-Learners - Applied Business Technology Core

7.7 1999 BC College and Institute Student Outcomes Highlights

8. ADJOURNMENT Moved by C. Willems, Seconded by D. Lancien, the meeting adjourned at 6:05 p.m.



\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary