



**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, SEPTEMBER 19, 2011 AT 4:15 PM
BOARDROOM - NEW WESTMINSTER CAMPUS**

1. ROLL CALL:

Members Present:

Deb Anderson (Vice Chair)
Catherine Carlson
Brian Chapell
Kathy Denton
Ron de Villa
Gretchen Goertz
Todd Harper
Maria Iaquina
Ted James (Ex-Officio)
Gail Johnson
Marina Kolar
Scott McAlpine (Ex-Officio)
Elizabeth McCausland (Chair)
Debbie McCloy
Wesley Snider
Gary Tennant
Cathy Tremblay
Robin Wylie
Kate Yoshitomi
Jo-Anne Bilquist (Secretary)

Regrets:

Jerin Mece

Guests:

Laura Dane
John Higenbottam
Debbie Schachter
Kristin Wagner
David Wright

2. APPROVAL OF THE AGENDA

The Chair asked members to approve a fluid Agenda.
Council agreed and the Agenda was approved as re-ordered.

3. APPROVAL OF MINUTES

The June 20, 2011 Minutes were approved as presented.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Ratification of Education Council Chair and Vice-Chair Elections

J. Bilquist (Secretary) directed members to the Minutes of the April 11, 2011 Education Council Elections.

The Secretary reiterated that Cathy Tremblay had nominated Liz McCausland for Chair, and that Liz was elected by acclamation. Following three calls for further nominations and hearing none, the Secretary declared Elizabeth McCausland elected by acclamation to the position of Chair for the 2011 – 2012 term.

The Secretary indicated that Deb Anderson had been nominated by Gary Tennant, and had been elected by acclamation to the position of Vice-Chair. Again, hearing no further nominations after three calls, Deb Anderson was elected by acclamation to the position of Vice-Chair for the 2011 – 2012 term.

4.2 Welcoming Remarks from the Chair

The Chair welcomed all members of Council for the new term. She introduced new Council members: Todd Harper from Science & Technology as Member-at-Large, Wes Snider as Science & Tech Representative, Cathy Tremblay from the Learning Centre and Gail Johnson from International Education as Staff Representatives, and new Administration member Brian Chapell, Associate Dean in the Faculty of Science & Technology. The Chair also welcomed back Student Representative Marina Kolar.

The Chair noted that she will endeavour to explain procedures as the meeting progresses, and encouraged new members to ask questions throughout as well.

a) Sub Committee Memberships

The Chair noted that she has heard from most Council members regarding which sub committee they are interested in. This week, an email list of sub committee preferences will be circulated and members are asked to confirm/update as appropriate.

The Chair went on to explain that the Appeals Committee is one sub committee assignment that is an elected position rather than a volunteer one. Council member K. Yoshitomi has expressed interest. The Chair mentioned that it is appropriate to have an alternate, and G. Goertz has volunteered in that capacity. Other Council members (faculty only) are welcome to put their name forward if interested, and an election will be held if necessary.

4.3 Full Program Proposal: Certificate in Academic Foundations

The Chair reiterated that this item refers to the “foundation year” and the desire to have a credential associated with it for transfer opportunities.

A Council member expressed his faculty’s concern with the number of science components required. Discussion followed regarding attributes that identify categories for courses.

Queried whether a coordinator would be required for this certificate, K. Denton responded that, as with associate degrees, some coordination may be required but that programs advising students to take the foundation year can assist. She indicated this is more of an operational issue.

Clarifying admission criteria, it was noted that the standard college admission requirements will apply, but that students will be warned that in order to progress they will need to have the prerequisites. K. Denton reiterated that the motivation for attaching a credential is to create more possibility for students regarding block transfer to universities. Also discussed were criteria for AUCC (Association of Universities and Colleges of Canada) membership.

Council members noted that it is valuable to students to be able to have something at the end of a year of study, and from a student perspective, will be helpful for those who don’t come in with a good understanding of the transfer process or a specific educational goal.

There being no further discussion,

MOVED by M. Kolar; SECONDED by C. Carlson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed program Certificate in Academic Foundations.

The Motion was CARRIED.

And,

MOVED by R. Wylie; SECONDED by R. deVilla,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the College Board establish the credential Certificate in Academic Foundations.

The Motion was CARRIED.

4.4 Policy Items

a) **Program/Department Specific Academic Performance Requirements**

The document is intended to clarify the types of requirements Education Council should be approving (ie aspects that fall under educational policies) and what is not meant to come through Council (behavioural-type requirements falling under administrative policies) that should be handled by Deans. The content of the document isn't new; the information is just being presented in a more accessible format.

A discussion followed as to a general statement in the curriculum guidelines, and then more specific details in the syllabus (ie curriculum guideline might list “professionalism”, and the syllabus would provide more detail).

With regard to grades, the College does have a grading policy and a lot of leeway is given to instructors; to require a higher passing grade than the standard would need approval by Education Council, for example in the instance of an outside accrediting body requiring a higher grade.

The Chair noted that the working group is very willing to answer any questions.

There being no further discussion,

There was unanimous consent to Short-cycle the Motion to approve the recommendations as presented.

MOVED by R. Wylie; SECONDED by D. McCloy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed Program/Department-Specific Academic Performance Requirements.

The Motion was CARRIED.

b) **Request for Policy Variance: Applied Degree Standards Committee**

The Chair spoke to this item.

The proposal is to phase out the Applied Degree Standards Committee. The Committee was strictly internal and there are no concerns where DQAB is concerned. The Chair further noted that this is a variance, and the policy will be changed later when it comes to Council for approval.

There being no further discussion,

MOVED by G. Tennant; SECONDED by C. Carlson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed policy variance to phase out the Applied Degree Standards Committee.

The Motion was CARRIED.

c) Program Approval Policy Update

The Chair explained to Council that the objective of the policy update is to create a more streamlined approach to the approval process. She reiterated the major changes to the Policy, as outlined in the document.

Council members made some suggestions around language and organization of the document.

The Chair will make the editorial changes and then forward to the Policy subcommittee.

4.5 Curriculum Committee Recommendations

The Chair explained that any recommendations from Curriculum Committee or Admissions and Languages Committee are always Short-cycled, as they've been vetted through that sub committee already.

It was noted by a Council member that having the calendar description included in the recommendation is very helpful.

There was unanimous consent to Short-cycle the Motion to approve the Curriculum Committee recommendations as presented.

MOVED by R. Wylie; SECONDED by C. Carlson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations presented by the Curriculum Committee.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Budget Guidelines

The Chair noted that, in accordance with the College and Institute Act, Education Council offers advice on these guidelines, and again on the actual budget. She advised that advice to the Board will be formulated next month, and asked that if anyone had extensive feedback, that they forward to the Chair or Secretary in writing prior to the next meeting.

The President reiterated that last year the guidelines were substantially revised, based in part on Council's feedback, and the current guidelines are exactly as last year. He looks forward to the comments on these guidelines.

ACTION: Please refer this item to your constituency groups for feedback and advice at the October meeting.

5.2 Concept Paper: Applied Bachelor's Degree in Aviation and Psychology

John Higenbottam was invited to speak to this item.

The Chair explained that with concept papers, Council can discuss and ask questions, then take the information back to their constituents. Further queries and feedback can be directed to the presenter.

John gave a quick overview of the proposed program, which is a four year program beginning with a private licence and leading to an airline transport licence. It is a full time program with flying time mainly in the summer months, with the hours of flying following transport requirements. Though there are few programs with this integrated approach, this program is modeled on a similar one at University of the Fraser Valley. Instruction would be mostly at David Lam Campus, based on proximity to the Pitt Meadows Airport. The Airport would also provide work training, as part of the business courses, including dispatching etc. John noted that the business area may need to teach a specialized course for this.

A Council member noted the high cost of flying time, and that although interest might be good, the expense may impact the demand for the course, based on student loan approvals.

ACTION: Please refer this item to your constituency groups for information. Questions can be directed to John Higenbottam.

5.3 Full Program Proposal: Psychology

Kristin Wagner and Laura Dane were welcomed to speak to this item.

The Chair explained the two month approval process, with items coming to Council as Notice of Motion, going to constituents for information and feedback, and then coming back to Council next month for approval.

The program developers gave a quick general background of the proposal, noting that Douglas had previously had a joint degree with UFV that has been dissolved, and therefore already have faculty and many courses in place.

The program offers quantitative courses plus experiential learning. It incorporates specializations from other faculties within the College; creating a flexible degree where students can complete 15 credits in other areas to acquire a breadth of knowledge and experience. Laura noted that Douglas College has some unique opportunities for specializations that aren't available elsewhere.

When queried about the management stream showing much less detail, Laura explained that as the other streams already existed, more detail was available. She indicated that the leadership and management piece would be similar to a 'minor' where students could choose courses to suit their needs. She advised that the details are still being developed.

Asked about how this program would differ from an existing psychology program, Kristin explained that as this is an applied degree, the focus is on experiential learning where students get practical experience that will assist in gaining employment in their future. With standard psychology degrees, the applied experience generally doesn't occur until grad school with upper level quantitative courses, so the focus is to provide some of those opportunities to students that may not be going on to grad school.

ACTION: Please refer this item to your constituency groups for consideration of approval at the October meeting.

5.4 Proposed Revision to the College Matrix

David Wright and Kathy Denton were invited to speak to this item.

The Chair noted that the college schedule falls under Advisory Responsibilities in the Act, and as such, Council will develop feedback next month based on input from constituents. She noted, again, that if an area has extensive feedback, to please submit in writing.

Responding to a query as to whether an opportunity would still exist for an area to be 'off matrix', K. Denton explained that the expectation is that we will have the College on matrix everywhere, as much as possible. Off matrix would be very exceptional compared to what it is now; examples would be exceptions based on outside accrediting groups. She noted that more than 45% of instruction is currently off matrix.

Discussion ensued to clarify the three matrix options that are on the table. David Wright explained that the task force tried to create something that would be flexible enough to withstand some change and to be as parallel as possible with other institutions, particularly SFU. The main difference among the options is the Friday schedule; specifically the timing of the meeting/cultural block.

There was discussion with regard to contact hours, 2 hour and 3 hour blocks, and space utilization issues. The Chair noted that Education Council is only focussed on educational issues, and that the space concerns would be an operational concern.

Asked why the matrix options did not include Saturday, David noted that Saturday scheduling was not an issue, and was being well utilized.

ACTION: Please refer this item to your constituency groups for information and feedback.

6. REPORTS

6.1 Report from the Chair

The Chair noted that the June Report to the Board is attached.

a) June 2011 Report to the Board

6.2 Report from the President

The President began by commenting about growth and further development at Douglas College. Following up on the Strategic Plan, which envisions our College becoming the largest and most progressive baccalaureate degree-granting college in British Columbia, last year the College grew by 5.8% in FTE, second largest growth in the province. There are currently five new degrees in developmental stages, and three new programs were launched. Scott remarked that the College is well on its way to achieving the objectives set, and is becoming well recognized for quality programs and quality teaching.

The President advised that his monthly President's Report, released today, will include a decision by SMT to relocate the Faculty of Child, Family and Community Studies to the David Lam Campus in an effort to alleviate the space

issues at this campus. As well, the realignment of DVST and EASL is outlined. This change will clarify learner pathways, and will reduce the number of faculties from 6 to 7, enabling the provision of associate deans in all faculties, to bring them into equal alignment.

Additionally, Scott reminded Council of the upcoming ribbon-cutting event to mark the grand opening of the NW Campus' new concourse area. As well, on Thursday, the College will officially receive the 2010-2011 ACCC Gold Award for Internationalization Excellence.

6.3 Report from the Board Representative

There is currently no Board Representative.

6.4 Report from the Secretary

- a) J. Bilquist referred members to the Draft Meeting Schedule, and asked whether there were any objections to the schedule as proposed. Hearing none, the schedule was ratified.
- b) J. Bilquist noted that, in an effort to reduce paper consumption, Council members are asked to notify her with their preference, whether they wish to continue receiving a printed copy of the agenda package, or view it online and print only as necessary.
Jo will send a reminder email asking Council their preference.

6.5 Report from the Curriculum Committee

There is no report.

6.6 Report from the Educational Excellence Committee

There is no report.

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

The Chair noted that Annual Report is attached.

- a) Annual Report

6.8 Report from the Standing Committee on Educational Policies

There is no report.

7. OTHER BUSINESS

There was no Other Business.

8. NEXT MEETING

October 17, 2011 at 4:15 pm in the Boardroom (4920), New Westminster Campus

9. ADJOURNMENT

MOVED by R. Wylie; SECONDED by M. Kolar that the meeting be adjourned.

The meeting adjourned at 6:10pm.

Chair

Secretary