



**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD MONDAY, SEPTEMBER 17, 2012 AT 9:00AM  
BOARDROOM - NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL:**

**Members Present:**

Deb Anderson (Vice Chair)  
Bruce Clarke (Ex-Officio)  
Brian Chapell  
Kathy Denton  
Iloradanon Efimoff  
Karen Gill  
Gretchen Goertz  
Todd Harper  
Maria laquinta  
Marina Kolar  
Anne MacMillan (alternate for T. James)  
Scott McAlpine (Ex-Officio)  
Elizabeth McCausland (Chair)  
Debbie McCloy  
Sanjin Ramovic  
Wesley Snider  
Brian Thomas-Peter  
Silvia Wilson  
Kate Yoshitomi  
Jo-Anne Bilquist (Secretary)

**Regrets:**

Cathy Tremblay  
Ted James (Ex-Officio)

**Guests:**

Morna Fraser  
Tracy Ho (DSU)

**2. APPROVAL OF THE AGENDA**

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

**3. APPROVAL OF MINUTES**

Item 5.2 Program Revision: Sport Science Diploma Program was amended to indicate that "full time students must enrol in a minimum of 24 credits and pass 18 credits annually, or part-time students must pass 9 credits annually."

The June 18, 2012 Minutes were approved as amended.

**4. BUSINESS ARISING FROM THE MINUTES**

**4.1 Ratification of Education Council Chair and Vice Chair Elections**

Council Secretary J. Bilquist directed members to the Minutes of the May 14, 2012 Education Council Elections.

The Secretary advised that Elizabeth McCausland had been elected by acclamation. Following three further calls for additional nominations, and hearing none, the Secretary declared Elizabeth McCausland elected by acclamation to the position of Chair for the 2012 – 2013 term.

The Secretary indicated that Deb Anderson had been elected as Vice-Chair by acclamation. Again, hearing no further nominations following three calls, Deb Anderson was elected by acclamation to the position of Vice-Chair for the 2012 – 2013 term.

#### **4.2 Welcoming Remarks from the Chair**

The Chair welcomed Council members, thanking them in advance for the hard work they will be putting in this year as the College continues to develop new programs as part of the Strategic Plan. Additionally, a general overview of Educational Policies is being undertaken this year, as well as new and revised policies concerning International Education.

She reminded Council members to advise of their subcommittee preferences, indicating that most people are staying on the same committees as last year. Kate Yoshitomi has agreed to continue on the Appeals Tribunal, though if anyone else is interested there would be an election for the position.

#### **4.3 Curriculum Items**

##### **a) Curriculum Committee Recommendations**

The Chair explained that sub-committee recommendations are usually short-cycled as the sub-committee has reviewed and ensured policy has been followed.

There being no further discussion,

**There was unanimous consent to Short-cycle the proposed Motion.**

**MOVED by M. Kolar; SECONDED by K. Yoshitomi, THAT Education Council approve the submitted/amended guidelines for MARK 4360, and approve the withdrawal requests for DOPT 2400, 2410, 2412, 2500, 2510, 2512, and 2610.**

**The Motion was CARRIED.**

#### **4.4 Articulation Agreement: University of Pune, India**

The Chair welcomed Betty Mitchell and Morna Fraser to speak to this item.

Responding to a question, Betty noted that due to unforeseen delays, the program would be accepting students for next fall, rather than September 2012

as noted in the documents. It was also noted that the students are required to take an English course here, rather than accepting transfer credits, to make sure the English standards are being met.

There being no further discussion,

**MOVED by K. Gill; SECONDED by D. McCloy, THAT Education Council approve the proposed Articulation Agreement with University of Pune, India.**

**The Motion was CARRIED.**

## **5. NEW BUSINESS**

### **5.1 Budget Guidelines**

The Chair advised that the Guidelines are the same as last year, having been substantially revised 2 years prior in response to Council feedback.

President S. McAlpine answered a question about base funding, explaining that it is continued funding over time; programs initially apply for it through PDIFE, and continued funding is subject to meeting FTE projections.

A Council member posed a query about "local access" under the Disciplines/Programs heading, questioning whether some private programs would be of similar quality. Scott explained that there are often comparable programs being offered at other institutions, including private ones; this doesn't mean Douglas College shouldn't offer a program, but we just need to be careful in the assessment of demand.

The President also advised that the government has established a Presidents Council, comprised of the presidents of all public post-secondaries in the province. They are currently looking at educational quality assurances. He noted that gaining AUCC membership is a huge priority for Douglas moving forward, as this would give the ability to recruit and send students to grad schools across Canada. He further noted that AUCC is a membership body, and does not require an institution to be a university.

Lastly, addressing a question about the final bullet, Scott advised that labour adjustment strategies refer to provisions in our Collective Agreements and that to the extent possible, in the event of budget reductions, the College would attempt to minimize the effects by moving people into vacant positions.

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

## 5.2 Calendar of Events

Anne MacMillan was welcomed to speak to this item.

Asked about a timeline for approving the calendar, Anne noted that, for scheduling purposes, it must be finalized in October.

A Council member asked whether the exam schedule could be indicated when registering for a course. Anne noted that the two scheduling programs, for classes and exams, are different software at this time, and there are many limitations in place so as to avoid scheduling conflicts for students.

Kathy Denton noted that this has long been a concern, as it would be attractive for both students and professors to know in advance, however operational issues at this point are difficult to overcome. She's hopeful with the new Matrix that the educational and operational issues can be resolved.

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

## 5.3 Credential Name Changes

The Chair advised that this is a housekeeping issue as a result of changes to the Credentials Awarded policy last year, which included removing the credentials citation and advanced citation, redefining certificate and creating an advanced certificate credential, and creating definitions of two post degree credentials.

There being no further discussion,

**There was unanimous consent to Short-cycle the Motion.**

**MOVED by I. Efimoff; SECONDED by W. Snider, THAT Education Council approve the proposed Credential Name Changes.**

**The Motion was CARRIED**

**And,**

**MOVED by K. Denton; SECONDED by San Ramovic, THAT Education Council recommend that the College Board withdraw the former credential names and establish the new credential names, as listed.**

## 5.4 Curriculum Guidelines Approval Process

The Chair noted that this memo originates from the Registrar's Office, stemming from earlier registration times creating the need for more lead time to implement new courses and changes, especially to prerequisites. The Chair advised that the College has begun implementation of new curriculum management software that will help alleviate some of these problems.

Another issue noted is that occasionally the hard copy of CGs forwarded to the Curriculum Committee is not the same version that is posted in the K drive, causing difficulties. Some discussion followed around time-stamping on pdf's; the Chair noted that this is yet another area where the software will take care of duplication problems of this nature.

The Chair suggested that the Curriculum Committee send a memo to Administrative Officers and FECs to remind or alert of the deficiencies of many submitted curriculum guidelines. Additionally, Deans could be advised of same through VPAC, highlighting the need for more advanced planning from faculties to meet the required deadlines.

The Chair further suggested that the problem of prerequisites could be mitigated by inviting Student Records staff to the Curriculum Committee meetings.

## **6. REPORTS**

### **6.1 Report from the Chair**

The Chair had nothing further to report, other than the attached Board Report.

a) June Report to the Board

### **6.2 Report from the President**

S. McAlpine noted that the September version of his President's Report will be distributed today. He advised that the Senior Management Team's priorities for the year are outlined in the Report. Focus areas include learner pathways, growth of FTE, pursuit of AUCC membership, teaching quality and engagement, as well as student, employee and community engagement initiatives.

Scott also advised that the College's Organizational Chart has been adjusted to more clearly reflect that on matters of academics, Douglas International reports to the Vice President, Academic.

### **6.3 Report from the Vice President, Academic**

K. Denton advised that she has requested a standing item so she can keep Council updated on academic issues, including the movement of EdCo-approved programs through the Ministry and DQAB systems.

She noted that with regard to the Business Programs in China, the College had site visits from DQAB locally, as well as in Shanghai and Harbin. The visits were favourable, with some revisions suggested. Kathy indicated the College hopes to have a written response soon from DQAB that can be shared with the College community.

Kathy reported that the Nursing program had a site visit from a DQAB panel; she thanked the Nursing program faculty and staff for their part in creating a successful visit.

The Psychology and Criminology programs are still awaiting Ministry approval, and then will progress to DQAB.

The Marketing degree was turned back at the Ministry step; the market demand portion of the proposal had to be further detailed, and resubmitted.

Kathy advised that the revisions to the Sport Science program were approved by DQAB and the changes are underway. She noted that Brian Storey and his group had produced a very well done proposal document.

All other programs approved at EdCo are posted on the Ministry website for peer review, and automatically moved to the implementation stage. It is just a notification to other institutions, with an opportunity to comment.

Lastly, Kathy reiterated that the policy review mentioned by L. McCausland is timely and fully supported.

**6.4 Report from the Board Representative**

There was no report.

**6.4 Report from the Secretary**

J. Bilquist asked Council members to confirm that the draft schedule, as set out, was amenable to all. Hearing no comments, the schedule was adopted. As well, J. Bilquist advised that if any Council members require a video link from the Coquitlam campus to attend future EdCo meetings, to please advise her the week prior to the meeting.

**6.5 Report from the Curriculum Committee**

There was no report.

**6.6 Report from the Educational Excellence Committee**

There was no report.

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

There was no report.

**6.8 Report from the Standing Committee on Educational Policies**

The Chair noted that, after many years of hard work and sterling service, Ted James has resigned as Chair of this sub-committee.

Liz advised that the committee is looking for new membership, not necessarily a Council member, but anyone interested in dealing with policy. A meeting will be organized and a new Chair elected. Again, a debt of gratitude to Ted.

**7. OTHER BUSINESS**

**7.1 Administrative Structures to Support Research, Scholarship, and Faculty Development**

The Chair noted that this document was also circulated to the College community via email.

**8. NEXT MEETING**

Monday, October 15, 2012 at 9:00am in the Boardroom (4920), New Westminster Campus.

**9. ADJOURNMENT**

**MOVED** by K. Denton; **SECONDED** by M. Kolar that the meeting be adjourned.

The meeting adjourned at approximately 10:25 am.

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**Chair**

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**Secretary**