

1. **CALL TO ORDER:** The meeting was called to order at 6:10 pm.
Present: D. Miles (Chair), C. Gibson, M. Hemmingsen, B. Kendall, A. Kitching, K. McKitrick, A. Peacock, N. Steinman, A. Taylor, A. Yang
Ex-officio: S. Meshwork, S. Witter
Administration: B. Jensen, J. Lindsay, K. Maynes, H. Postma, B. Barber, C. Worsley, M. Murray
Other: M. Steinbach (DSU)
Guests B. Clarke, S. Bubrick
Regrets: N. Dardi, M. Russell
** for reporting purposes the minutes have been returned to agenda order
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **PRESENTATION: ACADEMIC PLAN IMPLEMENTATION PROGRESS REPORT:** Dr. Jan Lindsay presented an overview of where the College is at with the Academic Plan. On May 1 she made a presentation "Taking Stock and Planning for the Future" to get feedback from the College community. Some of the questions were: What have we achieved? How have we changed? and What programs do we need to plan for the future?

Jan highlighted how the College has changed by reviewing the new credentials that have been developed from 2005-2007, starting with a planned list of 31 with a few more added as we have gone along. Twenty-five new credentials have already come into fruition, with some programs already started and others starting this September. These credentials include a post-graduate degree (Physical Education); degrees (6 approved Douglas College degrees to date); collaborative degrees (two with the University College of the Fraser Valley and one with the University of Calgary); associate degrees (one with an economics speciality and another with a future teacher speciality); diplomas; certificates; advanced citations; and citations.

The College presented at the BC Council on Admissions and Transfers (BCCAT) Symposium and found that the Douglas College partnerships are a more embedded type of arrangement than what any of the other institutions presented.

Jan gave examples of new diplomas, certificates (including Continuing Education), and citations now being offered including two new Foundations programs – Human Services Foundations and Business Foundations.

In reviewing how the College has changed, Jan highlighted that the College is more comprehensive developing Foundations programs through to Degree programs providing a comprehensive range of opportunities for students to begin and end at Douglas College; more diversity with post-degree diplomas, advanced citations, and technological programs; more support for first year students with the Office for New Students; more cohort programming e.g. Connections and Associated Arts program; greater emphasis on scholarly activity and good recognition for Douglas College from that activity; increased relevancy to the labour market, including the academic signature as an educational standard;

and the changing student population with many students now with us for four years.

It is too soon to tell if we are on the right track. The College is weathering “the perfect storm” - the hot economy, a drop in High School graduates, delayed adolescence (gap year) and the drop in University entrance GPAs. There is a strong demand for the new programs (closed enrolment programs). We are quite successful in changing many of our existing programs. The College is more or less maintaining its head count, but the FTE target is going up, which brings the FTE percentage down. With the new FTE the College received, higher target levels are set.

The ratio of 1st year students to returning applicants has increased. Although we would like to see more students coming in overall, we have made some inroads in increasing the number of students staying at Douglas College. There is more activity with faculty reviewing and revising programs. Basically, what is being done is building for the future. There was an excellent presentation from Guangwei Ouyang on what he is looking at from the international side. It is important the College continues with development work as it is building to a strong future.

4. **PRESENTATION: EDUCATION COUNCIL ORIENTATION:** With the use of overheads, Susan Meshwork reviewed how Education Council works, what it has power to do, its advisory role and how it fits in with all the activity Jan Lindsay reported in her presentation. A copy of the overheads were distributed.

The existence of the College Board and Education Council is governed by College and Institute Act. In 1996 the Act was amended to have each educational institution in British Columbia create an Education Council thus declaring bicameral governance for the post-secondary system. The Board basically deals with the financial end and Education Council deals with educational matters. The responsibilities of Education Council involve every new program, program revision, and every new or revised educational policy. Education Council sets policies and procedures for appeals by students on academic matters and establishes a final appeals tribunal. The Education Council Chair receives training to run and adjudicate Tribunals properly. Susan Meshwork has been involved in three or four tribunals, and is currently chairing one.

An overview was given of the composition of Education Council. The Chair is elected from the representatives to Education Council every year. Susan Meshwork has been in that role for the last three years and her role is to manage the business of Education Council. Susan is proud of the work Council does. They are always aware of the student voice and indicated that Alan Yang and Sebastian Bubrick, both at tonight’s meeting, are student representatives on Education Council.

She explained the role of the Faculty Education Committees (FECs). A representative from each FEC is represented on Education Council. All business

at the Education Council table goes back to the FECs. Every program has to come through Education Council for approval. In spite of the past two years being the biggest growth years in Douglas College history, Education Council has kept on track.

The College Board deals with formal input and advice from Education Council. The Act states that an Education Council must advise the Board, and the Board must seek advice from the Education Council. Education Council also advise senior management so that everybody is informed.

Susan gave a detailed answer to a question on the Program Approval process, another policy Education Council is responsible for. It starts with advice from senior management on the priorities of the College, and from there moves via Education Council to the FECs, back to Education Council who decide whether it is a good plan to support. Council's advisory role is taken seriously. SMT (Senior Management Team) still have the final say in what is going to be developed. The role of the Deans in the structured academic process was highlighted. Concept papers on new programs are sent to VPAC (Vice President's Academic Council). If, on face value, it is found acceptable approval is given to go ahead with a feasibility study. That study has to be approved by VPAC and SMT. Once approved to this point, strategic development dollars are assigned and VPAC, SMT and Education Council review it again.

4. **APPROVAL OF MINUTES:** The minutes of April 19, 2007 were approved as distributed.

5. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.

6. **INFORMATION/COMMUNICATIONS:**

6.1 DSU: A written report was included in the package. The Board was happy to receive a report from the DSU again and thanked Matthew Steinbach. The positive tone in which it was written was appreciated. Matthew added that the DSU is planning its first full Board meeting with the new representatives. It is going to take quite a while to solve all the problems that have occurred over the last few years. The new DSU Representative Committee efforts are appreciated.

6.2 BCGEU: A written report was included in the package.

6.3 DCFA: A written report was included in the package.

7. **REPORTS:**

7.1 Board Chair: Diana Miles reported that approximately two days after the April Board meeting the Campus 2020 report was released. Shortly after, the media coverage started and Diana was concerned on behalf of the College and all the people engaged in development work over the last couple of years.

The College was able to stay the course for two weeks until the Ministry announced that degree granting at the Colleges would remain the same as before. The reason the College went down the road it did was because of the directive of the Ministry. The recommendation to restore the primary focus of community colleges by precluding colleges from granting degrees would have had a huge impact to the College and would be discouraging for more than the people at the table. This does not even get to the situation students would be placed in. What was being heard in the media and what was being received in other communications was not consistent. Susan Witter made a significant effort to keep the Chair informed. It was necessary to wait until there was a common message to send the information out to the Board.

.1 Report from Nominating Committee on Potential Candidates for Election of Board Officers: Diana Miles indicated that as the Nominating Committee of one she did call each of the Order in Council Board members to determine whether there was interest in standing for the position of Board Chair and Board Vice Chair. With the two additional acceptances of nominations to be received in writing this evening, there will be two candidates for Chair and two candidates for Vice Chair. In view of the fact that it has been some time since there has been more than one candidate, it might be appropriate if next month each of the four candidates be given 3 minutes to talk to the remaining Board members about the things they might like to see happen. There was support for this approach. The next meeting will start with the candidates outlining their perspectives followed by the election.

.2 Joint Board Retreat with Vancouver Community College: Diana Miles reviewed the information given last month on the suggested Board Retreat with Vancouver Community College in October as an evening with dinner. At that time Board members wanted input into the agenda. Two areas have been suggested, one is Succession Planning and the circumstances facing the post-secondary system in hiring senior leadership positions (Presidents and Vice Presidents). A consultant who specializes in this area would make the presentation to both Boards. The other topic would be Campus 2020.

It was suggested that we go to the VCC Campus as they have a restaurant to serve dinner. The week of October 15th is being looked at, with a tentative date booked on October 18, which would be the regular meeting night for this Board.

It was moved:

THAT the Douglas College Board accept the Vancouver Community College offer regarding a Joint Board Retreat. **A. Kitching/Carried**

Susan Witter will be in touch with VCC this week.

7.2 Education Council:

.1 Chair's Report: A written report was included in the package for the April meeting. The Notice of Motion to approve a Bachelor in Performing Arts

(Consortium) Degree was received at the May meeting. All four (Langara, Capilano, Vancouver Community College and Douglas) Education Councils will have to approve this degree program.

.2 Board Member Liaison Report: Ann Kitching had not been able to attend the meeting.

7.3 President:

.1 President's Report: A written report was included in the package.

.2 Campus 2020: Susan Witter reported on the May 15th meeting in Victoria. It was the first time the Minister of Advanced Education called together the stakeholders on Campus 2020. Approximately 105 people attended including representatives from the Universities and Colleges, the Attorney General's office, Economic Development, Social Services and Housing, and about 10 private institutions.

The meeting was held to try and get a sense of whether there was any kind of agreement on high level system-wide recommendations. There were positive comments on the emphasis on accessibility and access, good data collection and transfer credits. There were not as positive comments on the Higher Education Presidents Council (HEPC), the Higher Education Board (HEB) and the Regional Learning Councils which people thought were going to be too large a bureaucracy.

There was strong feedback on The Pacific Centre of Excellence in Learning Innovation. Funding for the Centre would be one per cent of the total operating grant provided to post-secondary institutions, and most of that funding would go into the university sector. There was not much on the programming we do around the labour market. The Ministry will take that feedback and try to make some sense of what the priorities will be and what kind of resources will be needed. Over the summer and early fall they will come back to the stakeholders with some recommendations.

Regional universities will be a big question. Three were recommended and Capilano is lobbying to be a 4th Regional University. It was emphasized if you are not under the College and Institute Act there are no wage controls. The Minister has to think hard about the cost implications of creating three new Regional universities. Very few recommendations will be implemented until the new fiscal year of 2008/09. The Ministry was astounded at the number of recommendations. The Minister, with the support of the Premier, publicly stated that recommendation 37 was off the table and Colleges would still have degree programs. Discussion ensued.

Susan reminded everyone that we are working more and more as a team of equals. We are trying to work together in the College sector and this report did not help the sector. We did not get the kind of emphasis we wanted. Geoff Plant is not as familiar with the College sector. There was emphasis on university research and the university Centre for Excellence. Some work needs to be done

so that the colleges get a fair share. We will have to change our structure to do more partnering with these institutions. Deputy Minister Quayle indicated that some recommendations will take three years to implement because of the cost, and she was definite that we will not be implementing all of them.

It was felt that the risk for Douglas would be extreme if surrounded by one large university (SFU) and two proposed regional universities (Kwantlen and the University College of the Fraser Valley) as open enrolment students would have less of a reason to come to Douglas.

Susan (Witter) reported that she met with four MLAs over the last two weeks to make sure they understood the impact to the college.

.3 Recommendation on Credential: Bachelor of Arts in Child and Youth Care:

It was moved:

THAT the College Board approves the establishment of a credential for the approved child and youth care degree program: Bachelor of Arts in Child and Youth Care. A. Kitching/Carried

This program is recruiting now and starts in September 2007.

.4 Recommendation on Credential: Bachelor of Business Administration:

It was moved:

THAT the College Board approves the establishment of a credential for the approved business administration degree program: Bachelor of Business Administration, major in Accounting. A. Kitching/Carried

THAT the College Board approves the establishment of a credential for the approved business administration degree program: Bachelor of Business Administration, major in Financial Services and Administration.

A. Kitching/Carried

There was an information session for these programs a week ago. It was encouraging that they were signing people up right from the session.

.5 Recommendation on Credential: Diploma in Computing Science and Information Systems:

It was moved:

THAT the College Board approves the establishment of a credential: Diploma in Computing Science and Information Systems.

A. Kitching/Carried

.6 Recommendation on Credential: Certificate in Computing Science and Information Systems:

It was moved:

THAT the College Board approves the establishment of a credential: Certificate in Computing Science and Information Systems.

A. Kitching/Carried

8. **BY-LAW:**

8.1 Recommendation on Amendment By-Law 83-1(A2) College Board, Officers, Insurance and Indemnification: This recommendation had come forward at the April meeting as a notice to amend the By-Law and returns at this meeting for approval. The amendment changes the term of office for the Board Chair and Vice Chair to reflect both positions will be elected “every second year” rather than “annually”.

It was moved:

THAT the College Board approves Amendment By-Law 83-1(A2) College Board, Officers, Insurance and Indemnification.

C. Gibson/Carried

9. **POLICY:**

9.1 Recommendation on Policy B01.01.04 Douglas College Policy on Board Operations: A revision is necessary to Policy B01.01.04 Douglas College Policy on Board Operations to match the above change to the Board By-Law 83-1(A2) to reflect that the Board Chair and Vice Chair will be elected “every second year.”

It was moved:

THAT the College Board approves the revision to Board Policy B01.01.04 Douglas College Policy on Board Operations to reflect that the Board Chair and Vice Chair will be elected every second year.

D. Miles/Carried

10. **BOARD COMMITTEES:**

10.1 Finance Committee: Karen reported that the FTE audit was complete and the financial audit is underway. Detailed documents will come forward to the Board at the June meeting. Karen gave a “heads-up” that the FTE numbers are down. The College came in at 92.8% last year and this year we are at 86.5%. Detailed explanations of where changes were and what future years hold will be brought forward at the June meeting.

It was emphasized that the lowering of GPAs to get into university has made it difficult for the college. An example was that two years ago it took an 85% GPA

to get into sciences at SFU. Now you can get in with a 50% average. Susan (Witter) added that SFU are in the process of revising entry standards because of the quality of the student.

.1 Recommendations from KPMG Report – Canadian Audit Committee: Ben reiterated the #1 risk to the College is the outcome of the Campus 2020 report which led into issues of risk management in the KPMG manual. He gave an overview of the sections in the manual which Board members have reviewed over the last two months.

The main issue is that the auditor is encouraging the College to look at a systematic way of dealing with risk management. Considerable discussion ensued and each Board member gave his/her perspective after having read the KPMG manual.

Karen Maynes indicated that the College is engaged in risk management at many levels but the process has not been formalized. Examples are, in the case of new programs, feasibility studies are done which are assessments of risks. Also the work being done on enrolment management is risk management. What we have not done is put it all together in a formalized process. Chris Worsley and Karen Maynes visited Camosun College who have put in place a formal risk management process.

Susan Witter added the timing of this is good as SMT sits down in June to start developing common goals for next year. In August, her goals come to the Board. It is a perfect role for the Board to give her direction that the Board expects a more formal integrated process to be included in SMT priorities next year. It was agreed that this puts the Board in the right place in the area of oversight. The Board can then concentrate on the risks it is responsible for, such as Board succession.

Diana thanked the Finance Committee for their work. Management and staff will identify the risks and they will advise the Board and report out on the status. The role of the Board is to monitor that information and raise a flag if they see issues.

ANNOUNCEMENTS AND GENERAL INFORMATION: There were no questions.

11. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from this Board meeting.
12. **DATE AND LOCATION OF NEXT MEETING:** The next Board meeting is scheduled for June 21, 2007 in the New Westminster Campus Boardroom.
13. **ADJOURNMENT:** The meeting adjourned at 8:15 p.m.

CHAIR

PRESIDENT