

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, FEBRUARY 21, 2000 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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1. ROLL CALL

**Members Present:**

Barbara Allen (Vice Chair)  
Janet Allwork (Chair)  
Trish Angus (Non-Voting)  
Michael Belfare  
Ray Chapman  
Terry Farrell  
Cristina Gecolea  
Christian Guillou  
Sarah Hossack  
Edward Inoue  
Anna Jajic  
Wilma Marshall  
Dawn McDonald  
Carole Nelson (Ex-Officio)  
Brenda Pickard (Secretary)  
David Samuel  
Des Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

Ted James  
Beverley Miller  
Michael Wilson

**Absent:**

Kim Longmuir  
Elliot Fox Povey  
Dave Seaweed

**Guests:**

Al Atkinson  
Bob Cowin  
Susan Greathouse  
Rob Linschoten  
Wilma McCrossan  
Marsh Price  
Jan Selman

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2. APPROVAL OF THE AGENDA: Referring to a memo from Fran Johnson, the Chair noted that the Educational Excellence Committee wished to withdraw the submitted terms of reference (item 4.2) as they omitted the Committee's ongoing role to establish, maintain, and revise criteria for awards and showcase the awards. The revised terms of reference will come forward to an upcoming meeting.

The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE JANUARY 17, 2000 MEETING: The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Policy Revision A17.01.03 — Academic Performance: A concern was raised regarding the role of the Counselor when meeting with a student who is under probationary status. M. Blefare indicated that the Counselors' role is to give information to students and advise them, not to be in a punitive capacity and restrict the student to taking a limited number of classes.

It was agreed to delete the sentence (under procedures - point 1) "As a result of this meeting, the student may be restricted as to the particular courses or number of courses in which he or she may enroll" and to add the words "to receive clearance to remain enrolled" to the first sentence of this section.

**MOVED by B. Allen, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council adopt the Academic Performance policy as an educational policy.**

**The Motion was CARRIED.**

**MOVED by M. Blefare, SECONDED by B. Allen,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council adopt the Academic Performance policy as amended.**

**The Motion was CARRIED.**

The Chair thanked Jan Selman for her work on this policy.

- 4.3 College Tactical Plan Progress Report: The Chair reminded members that the Planning and Priorities Committee requested Council members to take this item to their constituent groups for feedback. She noted that only Council-designated items would be addressed at the meeting, and encouraged members to forward other feedback directly to Bob Cowin.

The Chair reminded members that the majority of Council-designated items are policy related and are currently being addressed in one forum or another. She

further clarified that Language Competency (1C1) is being discussed at the Open Enrollment Admissions Task Group, will probably form part of the Values discussion currently under initiation, and will continue to be an issue before Council. The Chair noted that she has been discussing options for policy and procedures related to Distributed Learning (1F5) with Rob Linschoten; Educational Excellence (2B4) is underway; the Equity Committee is addressing issues under 2C and 3A and B. Educational policies have been rewritten (5C1); Education Council committees are structured to reflect Council's role in promoting quality education for students (5C2). She noted that progress will be ongoing.

There being no additional feedback, the Chair thanked Bob Cowin for preparing the report.

- 4.4 Policy Revision E04.01.12 - Academic Dishonesty: A. Jajic informed members that, as it was difficult to define *honesty*, the policy name has reverted to Academic Dishonesty. The Chair added that a number of changes were not underlined and explained that, in response to recommendations at the December Education Council meeting, #2 under Consequences has been deleted; the 3<sup>rd</sup> bullet under "Cheating" adds "without instructor permission"; two paragraphs under Encouraging Academic Honesty have been added about working in groups, peer support, use of tutors etc.

It was discussed that there may be a lack of consistency when determining the consequences of academic dishonesty. It was also noted that the individual nature of each instance of academic dishonesty made consistency difficult to achieve. A suggestion was made to give general guidelines to instructors when hired at the College.

E. Inoue noted that, in his own experience at the College, sufficient information is given to students to indicate what cheating is and what the consequences may be.

**MOVED by D. McDonald, SECONDED by, D. Wilson,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Academic Honesty policy as submitted.**

**The Motion was CARRIED.**

- 4.5 Curriculum Committee Recommendations

(a) New and Revised Curriculum Guidelines: R. Chapman distributed a

revised memo.

**MOVED by B. Allen, SECONDED by T. Farrell,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the motion to approve the submitted revised curriculum guidelines.**

**The Motion was CARRIED.**

**MOVED by B. Allen, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for EASL 865, EASL 875, EASL 895, MODL 131, MODL 132, MODL 231, MODL 232, ENVS 300, THRT 223, THRT 224, CISY 270 and CMNS 316.**

**The Motion was CARRIED.**

- (b) Definition of “major” and “minor” revisions in *Curriculum Development and Approval* policy: R. Chapman explained that the Committee, in consultation with the Educational Policy Subcommittee, is asking Council to approve changing Section Q from a minor to a major revision.

The Chair explained that section “Q” refers to assessment, and is therefore an Education Council area of exclusive authority and should be subject to Council’s review.

**ACTION: The Chair asked members to take this back to their areas. Council will vote on this next month.**

- 4.6 Budget Guidelines: S. Witter noted that the first two bullets on the second page of the document directly affected Education Council.

Appreciation was expressed as to the changes of wording incorporated here.

There was no other feedback.

- 4.7 Semester Length Review Task Force: This will come forward to the March 20<sup>th</sup> meeting.
- 4.8 Task Group on Open Enrollment Admissions: The Chair noted that, as M. Wilson has a scheduling problem, she will attend the Task Group meetings.
- 4.9 Education Council Climate Check - Constituent Communication Loop: The Chair asked that Council discuss the communication loop of Students, Staff and Administrators at this meeting.

Students: S. Hossack noted that she has been approached several times, on campus, by students requiring information about policies. E. Inoue explained that he finds it quite difficult to get messages out to students. He noted, however, that he has considered submitting an article each month to the Other Press. C. Gecolea indicated that she contacts students mainly by e-mail.

Staff: As there was no staff representation, the Chair noted that she has had some preliminary discussions with one staff member of Council and they have been considering meeting with Administrative Officers (staff supervisors) to help determine how Council information can be circulated effectively to staff at the College.

Administrators: T. Farrell indicated that he makes all standing items available to those who require the information. It was clarified that a number of Administrators receive Council packages (some via circulation) and Minutes of all meetings.

**ACTION:** The Faculty communication loop will be discussed at an upcoming meeting.

## 5. NEW BUSINESS

- 5.1 Policy Revision - Student Appeals: The Chair referred to her memo noting that when Council revised and approved this policy in April 1998, it remained an Administrative policy. She clarified that Council is being asked to consider two notices of motion, first to adopt Student Appeals as an Educational policy, and second, to approve the policy as submitted. She further noted that no content

revisions have been made. The Chair highlighted some of the changes to the policy.

- ◆ addition of Limitations section which defines Council's role,
- ◆ changes to names of committees,
- ◆ updated terminology,
- ◆ minor language clarifications throughout (no process/content changes)
- ◆ in accordance with the provincial Ombudsman's recommendations, the policy is now silent on legal counsel.

The Chair clarified that the intent of this revision is to reflect current practice as clearly and accurately as possible and to recast this document to look like other educational policies.

**ACTION: The Chair asked members to take this back to their areas. Council will vote on this next month.**

- 5.2 Policy Revision - Admission: The Chair referred members to the memo in the package which addressed the Policy Committee's reasons for recommending the shift from defining equivalency as twelve years of education to defining equivalency as "having met university admission requirements in [the student's] own country". The Chair summarized this aspect as follows: British Columbia students can come to Douglas without completing high school so long as they have been out of school for one year but students from other countries whose school system consists of fewer than twelve years of education and who have completed the maximum education offered to them in their own country are also obliged to wait a year -- for them, the committee felt, this restriction makes no sense.

Concern was expressed about the resources required to implement this change and about the difficulty of effectively evaluating the credentials of incoming students.

Discussion continued regarding the wording of "...and having met university admission requirements in..." since Douglas College is a community college not a university and the use of this term may set up false expectations for students whose assessment testing pinpoints them for ESL or DVST courses. It was suggested that alternate wording be found.

It was also suggested that the word "country" be changed since students from other Canadian provinces might also be included in this category.

**ACTION: The Chair asked members to take this back to their areas for consideration and re-wording suggestions. Council will vote on this next month.**

- 5.3 Policy Referral - Withdrawals, Course and Status Changes: The Chair referred to the information in the package indicating that BCCAT is asking all Education Councils to consider changing the last day for course withdrawal without penalty to week 9 or earlier to achieve consistency among colleges province-wide.

**MOVED by R. Chapman, SECONDED by B. Allen,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council short-cycle the referral of this policy to the Policy Committee.**

**The Motion was CARRIED.**

**MOVED by R. Chapman, SECONDED by B. Allen,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council refer this policy to the Policy Committee to consider this issue.**

**The Motion was CARRIED.**

- 5.4 Faculty of Science and Technology Statement of Concern with Respect to Education Technology: D. Wilson referred to a statement from Science and Technology's FEC expressing concern that faculty and staff do not have the required technology resources to provide for adequate pedagogical activities, and to a motion from the Faculty of Science and Technology for Council's consideration.

Concerns were expressed about the divisiveness of the motion which pits instructional against non-instructional needs. It was noted that instruction cannot occur, for example, without an adequately supported registration system.

Others expressed their frustration with the current inadequate resources for instructional faculty and staff which had serious effects on student learning and subsequent achievement.

A. Atkinson expressed the view that TPMC/ETF considers the provision of educational technology to instructional faculty and staff a high priority of the College and efforts are being made to resolve the inadequacies. Al indicated that

a memo and the Educational Technology Tactical Plan will be forwarded to Council members to consider in conjunction with Science and Technology's motion.

**ACTION:** The Chair asked members to take this to their constituents for feedback. We will vote on this next month.

## 6. REPORTS

### 6.1 Report from the Chair

The Chair reminded members of the joint Board/Education Council meeting March 20<sup>th</sup>. She noted that both the Board and Council have largely new memberships and a joint meeting such as this would be helpful in clarifying each other's roles and responsibilities. The meeting will commence at 6:15 p.m. in the

**ACTION:** Douglas Room. Please RSVP Brenda (5520 or e-mail) ASAP in order to confirm catering requests etc.

Members were invited to look at the ACCC conference schedule if interested. May 28 - 30, Whitehorse.

A call for LIC (locally initiated curriculum) proposals has gone out. The date for submission to Mia's office is March 30<sup>th</sup>.

There may be an appeal to the Education Council Appeal Tribunal. The Committee typically consists of the Chair, the Vice-Chair, and another faculty member of Council. The Chair asked for a volunteer.

The Chair referred to a memo from Jean Cockburn to the President requesting editorial support for the Educational Policy Subcommittee. SMT has supported this request and Bob Cowin, the Director of Institutional Research, has agreed to fulfill this role for which the Policy Committee and Council thank him very much.

**ACTION:** The Chair asked members to read item 7.4, the Douglas Development paper, and forward any feedback directly to Mia.

The Chair announced that Terry Farrell has agreed to serve on the Values Steering Committee as liaison between the Steering Committee and the Planning and Priorities Committee. Council Committee membership will also include the Chair and Vice-Chair. From the Board, the Chair, Vice-Chair and staff representative, Carole Nelson will participate.

The Chair reported that she would like to add as a standing report the



International Education Advisory Committee and include their minutes in the package. She will invite a Dean that sits on the Committee to report each month. She explained that when Douglas College programs and courses are offered overseas--whether new programs or revisions of existing curriculum--they need Council's approval since Council has exclusive authority over curriculum content for courses leading to Douglas College credentials. The Chair feels it is important for Council to keep abreast of international initiatives.

The Chair reminded members of the International Roundtable meeting on February 23<sup>rd</sup>.

The Chair advised members to contact Lynn if they did not receive a copy of the Learner Support and Services document.

6.2 Report from the President

The President reported that there was no new information from the Ministry regarding the budget.

The President advised members that the Board is continuing its efforts to raise the profile of the David Lam Campus.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

The Minutes from the January 10, 2000 meeting were received in the package.

A memo from Jean Cockburn regarding a proposal for editorial support for educational policy work was received in the package.

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

T. Angus reported that the Committee is looking at residency issues and will report to Council in the next few months.

- 6.8 Report from the Educational Excellence Committee  
The Minutes of the January 19, 2000 meeting were received in the package. It was reported that the revised terms of reference will be brought forward to an upcoming meeting.
- 6.9 Report from the Curriculum Committee  
There was no further report.
- 6.10 Report from the Research and Standardized Testing Committee  
It was reported that a second meeting was held and the Committee is working towards draft terms of reference.
- 6.11 Report from the Education Technology Forum  
The Minutes of the January 12, 2000 meeting were received in the package.
- 7. NEW BUSINESS For Information and Circulation
  - 7.1 Douglas College 1998 Performance Report
  - 7.2 Dental Assisting Program Accreditation
  - 7.3 Provincial PLA Guidelines
  - 7.4 “Professional Development at Douglas College and the Role of Douglas Development”
  - 7.5 “A Review of the Economic Impact of International Education in British Columbia’s Public Post-Secondary Sector”
- 8. ADJOURNMENT Moved by B. Allen, Seconded by T. Farrell, the meeting adjourned at 6:05 p.m.

**Items to take back: 4.5(b), 4.6, 5.1, 5.2, 5.4 and 7.4**

\_\_\_\_\_ Chair \_\_\_\_\_ Secretary