



Douglas College

## MINUTES OF A MEETING OF EDUCATION COUNCIL

Held Monday March 16, 2009 at 4:15 pm  
New Westminster Campus, Boardroom

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### 1. ROLL CALL:

#### **Members Present:**

Deb Anderson  
Trish Angus (Ex-Officio)  
Marilyn Brulhart  
Sebastian Bubrick  
Kathy Denton  
Gerry Gramozis  
Denis Orellana (in place of  
David Guedes)  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Ted James  
Jan Lindsay  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Anna Robinson  
Teryl Smith  
Susan Witter (Ex-Officio)  
Robin Wylie  
Titus Yip

#### **Regrets:**

David Guedes  
Ann Kitching (Ex Officio)  
Mike Tarko

#### **Absent:**

#### **Guests:**

G. Edwards  
L. Kenward

Lidia Peter-Wallesch (Acting Recorder)

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### 2. APPROVAL OF THE AGENDA:

The Chair indicated that Item 4.1 d) has been postponed and will be on the March 16<sup>th</sup>, 2009 Agenda.

In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. Council agreed and the Agenda was approved as amended.

3. APPROVAL OF THE FEBRUARY 16, 2009 MINUTES

Under Item 1 – Roll Call, Members Present, should read **Trish** Angus rather than Trist Angus.

Under Item 4.2 d), third paragraph should read **E.** McCausland rather than M. McCausland.

**The minutes were approved as amended.**

4. BUSINESS ARISING FROM THE MINUTES

4.1a) Grading Systems Policy Revisions –

T. James clarified the Credit Grading system portion of the policy is split into category A and category B and indicated we do not need to do that in the Non-Credit Grading System section. A couple of typographical errors were pointed out, namely on page 1, under Credit Grading System, after A), should be a dash rather than an underscore, and the second typographical error on the last page, under the heading Amending Grades requires a change to the correct font and be bolded.

T. James indicated that further clarification was made to the Incomplete Grade section with the inconsistencies in the language being adjusted. He pointed out that most changes were housekeeping in nature.

L. Guppy inquired why the Non-Credit Grading System portion does not specify a percentage basis. T. James stated he did not have the answer to his question. T. Angus stated that she did not think it likely CE had established percentage equivalents. Chair suggested that council consider a motion to request that CE provide information about their grading system and if information about percentage equivalents exists, Council could consider inserting it into the amended grading systems policy.

**There was unanimous consent to approve the motion to request that CE provide information about their grading system and percentage equivalents and if such information exists, Council would consider inserting it into the Grading Systems Policy.**

**MOVED BY T. James; SECONDED by J. Lindsay.**

**BE IT AND IT WAS RESOLVED**

**THAT Education Council approve the motion to request that CE Provide information about their grading system and percentage equivalents and if such information exists, Council would consider inserting it into the Grading Systems Policy.**

**The Motion was CARRIED.**

The Chair asked council if there were any other questions or comments and whether council was prepared to go forward without knowing the answer to the question raised by L. Guppy. Some discussion followed about whether there was any urgency in approving the policy and T. Angus indicated that if we wished to wait it might take a significant amount of time and the delay may not be a good thing because it would effect all faculty not just one group. She indicated that if we provided grades we should have a grading policy in place as soon as possible. It was further discussed that if council approves the policy today then the additional information if it exists, could be added.

**There was unanimous consent to approve the Grading System Policy as amended.**

**MOVED by T. James; SECONDED by M. Brulhart.**

**BE IT AND IT WAS RESOLVED**

**THAT Education Council approve the Grading System Policy as amended and attached as Appendix A to these minutes.**

**The Motion was CARRIED.**

4.1 b) Examination Policy Revision/Evaluation Policy - Discussion

T. James reminded the group the Evaluation Policy is a new expanded policy which incorporates some portions and/or some slightly amended changes from the old examination policy, together with information included from the calendar as well as information previously in the curriculum development and approval policy. He indicated that the underlined portions are not the complete changes made to date they are only the difference between this document and the previous version.

Based on feedback received from the previous months' Education Council meeting, some of the additions and deletions included bits and pieces under the Instructor's Course Outlines, particularly under paragraph A, with some other changes under the title heading, Number and Timing of Evaluations in paragraph 2, the

removal of the bracketed Note portion, and the addition of a new paragraph 4.

Removal of the first sentence within the paragraph entitled, Penalties for Late Assignments, with an addition to the final title heading to read "Final Examinations in Credit Courses" and lastly, a couple of minor changes to the second paragraph under the previously indicated paragraph one.

There was further discussion surrounding the Evaluation Policy and the chair questioned whether it should be taken back to the policy committee to keep working on it. T. James indicated that aside from the typos there were only two substantive revisions which included the final exams and the makeup portion and possibly the tidiness of the arrangement in particular to the course outline. In the interest of keeping things moving T. James suggested he could make two essential changes and send the revised document to Council within a few days so that they could take it out to constituencies in time for a vote in April EDCO. A. Robinson asked how students could be informed they had the rights specified in the Evaluation Policy. The Chair replied the policies were all available on line and that students' would need to read them to learn of these rights. A question was asked about whether the policy information should be included on all course outlines. It was suggested that the policy could be referenced more clearly on the college website. There was more discussion on whether students should be told by their instructors to look for polices on the website. It was proposed that the student union point this out to the students and that more mention be made at the First year Students office orientations sessions. The Chair indicated she will pass on the suggestion to the DSU and to the First Year Students Office. There was some disagreement but general agreement not to require instructors to add information about Education Council policies to Instructor Course Outlines.

The Chair indicated that if Education Council liked the idea that students be made aware of the policy in classes but was not willing to put it into the evaluation policy as a requirement, we could send a suggestion to the deans at the beginning of the semester that they ask faculty to bring the policy to the attention of students. There was no decision on this suggestion.

T. James advised he will provide a revised version of the draft Evaluation policy to Council electronically within a few days of the March EDCO meeting.

**ACTION: Please take this back to your constituencies for discussion and consideration of approval at the April 20, 2009 Education Council meeting.**

4.1 c) Curriculum Development and Approval Policy Revision - Discussion

T. James indicated the policy in the Agenda package is the current policy and stated the only change is the removal of Appendix 2 so that it can be placed into the new Evaluation Policy. There was a suggestion that it may be as hard to find the Instructors Course Outline section in the Evaluation policy as it was to find it in the Curriculum Development and Approval Policy. T. James suggested we go with moving it here now and work on a different choice at a later date.

**ACTION: Please take this back to your constituencies for discussion and consideration of approval at the April 20, 2009 Education Council meeting.**

4.1 d) Credentials Awarded at Douglas College Policy Revision - Postponed

The Chair indicated this policy revision has been postponed until the April 16, 2009 Education Council meeting. She further pointed out that this item was left unfinished from 2004 and somehow it was dropped off the agenda and was never voted on. She indicated that new considerations had come forward about the original content and while the policy committee thought it was ready to bring a recommendation forward in March, it had more work to do on recommendations.

4.1 e) Academic Freedom Policy – Update

The Chair referred to the documents included in the March package explaining that after considering the Education Council mandate, authority and jurisdiction it was clear that Education Council had no authority to approve an Academic Freedom Policy. She explained that she had made a number of suggestions to Senior Management Team on where the policy should be approved. Senior Management considered the matter and felt it was best approved at the Administrative level. J. Lindsay indicated this draft policy has already been circulated widely and especially at Education Council. She indicated that the policy had received lots of good feedback. It was decided to move it forward as an Administrative Policy. The Chair indicated the Education Council policy committee worked very closely with Joy Page on drafting this policy.

**ACTION: Please take this back to your constituencies for information.**

4.2 Budget 2009/2010 – Discussion and Advice

S. Witter indicated the 2009/2010 College budget is changing slightly because the government budget letter provides more funding to the College than was expected. She indicated she would be asking the Board to support minor changes and explained she would be providing the college relevant information once she had discussed the revised budget with the College Board. She asked that Education Council proceed with and provide its advice on the proposed budget today since any changes will be minor. The Chair asked for advice from constituencies and there was none. He Chair asked if she could report to the Board that Education Council was comfortable with the proposed budget it had seen and Council agreed.

4.3 Associate of Arts Degree in Forensic Studies Program Proposal

K. Denton indicated the title of the program proposal should be amended to read “Associate of Arts Degree **for** Forensic Studies Program Proposal rather than “**in**” Forensic Studies.

There was no further discussion.

**MOVED by R. Wylie; SECONDED by G. Gramozis**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Associate of Arts Degree For Forensic Studies program proposal as amended.**

**The Motion was CARRIED**

4.4 Policy Review Group (PRG) Terms of Reference

There was no discussion.

**Moved by E. McCausland; SECONDED by M. Brulhart**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the Terms of Reference for the Policy Review Group (PRG) as presented.**

4.5 Advanced Diploma I Opticianry Refraction and Contact Lenses Technologies Program – recommendation the College Board Establish Credential

K. Denton indicated the word “Opticianry” in the title of the program proposal should be amended to read “**Opticianry**.”

**There was unanimous consent to short-cycle a Motion to Approve a recommendation that the College Board establish the credential Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies as amended.**

**MOVED by K Denton; SECONDED by T. Smith**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the recommendation that the College Board establish a credential Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies as amended.**

**The Motion was CARRIED**

4.6 Curriculum Committee Recommendations

E. McCausland indicated the Marketing 5000 level courses were included in the recommendations. The Post Degree in Marketing students taking 5000 level courses will be in classes with Diploma and Degree students but will be doing additional work and required to complete different evaluations. D. McCloy questioned whether there were any other programs using this model. E. McCausland indicated these 5000 level Marketing courses were definitely a new kind of course for Douglas College. L. Guppy asked if 5000 level students would be in the same classes as lower level students and indicated his FEC was concerned about this. M. Brulhart questioned if the concern was whether mixed classes would impinge on the 5000 level courses and students. J. Lindsay explained the program will have students working at two different levels in the same room with the key distinction that the Post Degree 5000 level student must have an undergraduate degree to come into the Post Degree in Marketing program as the pre-requisites and the learning outcomes are different. She saw no problem with this model. L. Guppy shared his FECs concerns that the mixture of students in the same course was not a good idea even if the methods of evaluation are different. The undergrads have a different course number. He indicated he would object to a short cycle process for approval of the 5000 level courses.

J. Lindsay indicated this program concept was thoroughly examined at VPAC .They looked at the composition of the program very carefully and stated it creates a very rich learning environment. They looked at the composition and the viability of the curriculum guidelines.

The Chair stated that presently Council was looking at approving the curriculum guidelines but indicated to L. Guppy that his concerns seemed to be with the program design rather than the curriculum guidelines themselves. She explained Education Council would be looking at program approval in April and that he would have another opportunity to discuss the program design concerns then. L. Guppy disagreed and indicated he felt his FEC would want him to object to approving the 5000 marketing Curriculum Guidelines. He indicated he was uncomfortable with short cycling an approval process until he has had the opportunity to discuss the matter with his FEC.

The Chair stated that the curriculum committee had reviewed all the Curriculum Guidelines and had recommended that Education Council short cycle approval of all Curriculum Guidelines presented including the Marketing 5000 level Curriculum Guidelines. She explained that procedurally we would follow Roberts Rules and proceed first with the question of short cycling. She explained that if there was an objection to a short cycle process the correct procedure required that Council vote on whether to short cycle or not through a regular motion process. 51% in favor was required to approve holding a short cycle vote on approval and if that vote went forward, 75% in favour of a motion to approve the Curriculum Guidelines would be required to carry the motion and approve the Curriculum Guidelines. She also explained that if we decided not to hold a short cycled vote on approving the 5000 level marketing courses today we could consider approvals of the other recommendations of the Curriculum Committee and come back to the 5000 level courses next month.

The Chair asked if there was any objection to short-cycling a Motion to Approve the Curriculum Committee recommendations as submitted. L. Guppy objected. The Chair noted the objection and asked the majority of members if they were comfortable with Short-Cycling the submitted guidelines. Members agreed.

**There was a motion to short-cycle a vote on approval of the Curriculum Committee recommendations as submitted. The motion was carried.**

**MOVED by K. Denton; SECONDED by T. Smith**

**BE IT AND IT WAS RESOLVED:**



**THAT Education Council approve the recommendations of the Curriculum Committee to approve the submitted revised curriculum guidelines for:**

**CYCC 3310, CYCC 3311, CYCC 4410, CYCC 4411, MARK 5120, MARK 5150, MARK 5215, MARK 5235, MARK 5300, MARK 5340, MARK 5360, MARK 5410, MARK 5440, MARK 5441, MARK 5483, MARK 5500, HIST 1190, HIST 2230, POLI 2200, CHEM 2303, SPSC 1317, SPSC 2323, SPSC 4199, SPSC 4256**

**and the withdrawal of:**

**POLI 1100.**

**The Motion was CARRIED**

**4.7 Admissions & Language Competency Committee Recommendations**

The Chair indicated to council that the group would go through each recommendation separately.

1. **Child and Youth Care Counsellor Diploma** - No questions or comments.
2. **BA Child & Youth Care Counsellor** - G. Gramozis questioned why the grade was so low. T. Angus stated it must be recognized that a "P" is accepted for transfer and student to receive a credit. The committee is comfortable in making a recommendation. The minimum grade point average is a C+ which is accepted at all post secondary institutions.
3. **Post Degree Diploma in Marketing** - No questions or comments.
4. **Sign Language Interpreter Program** - No questions or comments.
5. **Community Social Service Worker Program** - No questions or comments.
6. **Early Childhood Education Program** - No questions or comments.

There being no further discussion.

**There was unanimous consent to short cycle a Motion to Approve the Admissions & Language Competency Committee Recommendations as presented.**

**MOVED by J. Lindsay; SECONDED by E. McCausland**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the following recommendations from the Admissions & Language Competency Committee as summarized below and as attached to these minutes as Appendix "A"):**

**1. Child and Youth Care Counselor Diploma**

Deletion of the quota priority for male applicants.

**2. BA Child & Youth Care Counselor**

Two courses are now required with a minimum grade of "P" or higher: English 1130 (or another academic writing course) and Communications 1110 (or equivalent) are strongly recommended. However, students may replace one of these courses with a 1st year or higher English literature course.

**3. Post Degree Diploma in Marketing**

Admission requirements are as follows:

Applicants must have an undergraduate degree (Bachelor level) from a recognized post secondary institution. The undergraduate degree must be in a subject other than marketing.

Applicants with an undergraduate degree (Bachelor level) from a non English speaking country must meet the College English language proficiency requirement of English 12 with a minimum grade of "C" or one of the acceptable substitutions.

**4. Sign Language Interpreter Program**

The minimum age requirement of 19 has been removed from the admission requirements to allow younger applicants to apply to the program.

**5. Community Social Service Worker Program**

The minimum age requirement has been changed to 19 by December 31st of year of entry. The practicum has been moved to the second term of the program and therefore students no longer need to be 19 in September.

**6. Early Childhood Education Program**

The minimum age requirement has been changed to 19 by December 31st of year of entry. The practicum is in the second term of the program and therefore students no longer need to be 19 in September.

## 5. New Business

### 5.1 Post Degree Diploma in Marketing Program Proposal

G. Edwards indicated that this was a great learning experience and the cooperation was excellent in putting the proposal together. L. Guppy questioned the last bullet on page 4 and wondered if it should have specified those with a degree. Basically the admission requirements to the program will be that the individuals must have a bachelor's degree.

**ACTION: Please take this back to your constituencies for discussion and consideration for approval at the April 20, 2009 Education Council meeting.**

### 5.2 Health Information Management Program Revision

L. Kenward indicated the revision was fairly straightforward moving of a CSIS course from semester 4 to semester 2. She indicated further that adding the program Database Management Systems - CSIS 2300 to the curriculum was a positive move for students.

**ACTION: Please take this back to your constituencies for discussion and consideration for approval at the April 20, 2009 Education Council meeting.**

## 6. Reports

### 6.1 Report from the Chair

The Chair indicated a GroupWise email will be sent out to the College indicating a change for the April Education Council document deadline due to Easter Friday being on April 9<sup>th</sup>, 2009. The document deadline date is therefore moved to April 8<sup>th</sup>, 2009 but the Agenda finalization deadline remains the same, April 7<sup>th</sup>, 2009.

The Chair announced to council that elections will be held for Chair and Vice-Chair in a separate meeting at 4:00 pm, 15 minutes prior to our April 20<sup>th</sup>, 2009 Education Council meeting which starts at 4:15 pm. The Chair, S. Meshwork indicated she is interested in running for another term of Chair and that E. McCausland is also interested in running for another term of Vice-chair **but that if anyone else was interested in running for office to let her know and she would provide information about elections.** T. Angus reminded the Chair to inform new Education Council members of their right to run for the Chair and Vice-Chair positions and if new student members wished to run for these positions they will need to forward their nominations to council.

The Chair also announced the May 11<sup>th</sup>, 2009 and June 15<sup>th</sup>, 2009 Education Council meetings start early at 2:15 pm until 5:15 pm in case there is a lot of extra year end business to deal with.

6.2 Report from the President;

S. Witter advised the Board received their budget letter on March 12, 2009 and indicated it was probably the most complex budget letter they've ever had. She stated that most institutions are undergoing deficits but Douglas College is not. Monies allotted for infrastructure will allow the college to do some renovations, provide some new programming and also provide employment skills access programs as 60% of the population does not qualify for Employment Insurance. She indicated she is going to the Board on March 19, 2009 with a slightly revised budget and as soon as it is approved, a budget newsletter will be sent out. All in all, S. Witter indicated that the budget letter is extremely positive for Douglas College and Education Council will probably be very busy next year looking at new program approvals.

6.3 Report from the Board Representative;

There was no report.

6.4 Report from the Secretary;

There was no report.

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;

There was no report.

6.9 Report from the Academic Signature Committee.

There was no report.

7. OTHER BUSINESS – For information and Circulation Only

7.1 Douglas College Former Students Survey Results

- 7.2 Concept Paper – Continuing Education Home Inspection Program
  - 7.3 Administrative Policy – A04.06.01 – Self Funded Activities
  - 7.4 Thompson Rivers University – Douglas College, Dual Admission
  - 7.5 Concept Paper – Bachelor of Social Work Collaborative Degree with University of the Fraser Valley.
8. ADJOURNMENT

MOVED by J. Lindsay, SECONDED by M. Brulhart, the meeting adjourned at 5:55 pm.

Co-Chair \_\_\_\_\_ Secretary \_\_\_\_\_