

DOUGLAS COLLEGE

MINUTES OF A MEETING OF EDUCATION COUNCIL

HELD ON MONDAY, DECEMBER 14, 1998 AT 4:15 P.M. -- BOARD ROOM

1. ROLL CALL

Members Present:

Barbara Allen	Meg Stainsby (Chair)
Trish Angus (Non-Voting)	Joan Thompson
Al Atkinson	Susan Witter (Ex-Officio)
Lawrence Becker	Regrets:
Paul Biscop	Darryl Flasch
Georgina Ferguson	Maria Iaquina
Sandra Hochstein	Kim Longmuir
Rashida Ismail (Secretary)	Guests:
Dawn McDonald	Janet Allwork
John McKendry	Jean Cockburn
Beverley Miller	Carol Ebner Howorth
Carole Nelson (Ex-Officio)	Wilma McCrossan
Susan Oesterle	Bob Nicholls
Debbie Smith	Nancy Oike
Julie Roper	
Jim Sator	
Jack Shehadeh	

The Chair called the Meeting to Order at 4:15 p.m.

2. APPROVAL OF THE AGENDA The Agenda was approved as circulated.

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 16 MEETING The Minutes of the November 16 meeting were approved as circulated.

APPROVAL OF THE MINUTES OF THE NOVEMBER 30, 1998 EXTRA-ORDINARY MEETING The Minutes of the November 30 meeting were approved as circulated.

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1. Curriculum Committee:

###### (a) Creation of a Curriculum Committee

The Chair referred to her memorandum dated May 10, 1998 and reviewed the rationale for the creation of a Curriculum Committee as a Standing Committee, under the revised College and Institute Act, A to set curriculum content for courses leading to certificates, diplomas or degrees@. She also referred to the Notice of Motion submitted to Council at the May 19, 1998 meeting.

MOVED by Julie Roper, SECONDED by Susan Oesterle:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the creation of a Curriculum Committee as proposed.

The Motion was CARRIED.

The Chair will seek members for this committee before the January Council meeting.

(b) Proposed Terms of Reference of the Curriculum Committee The Chair brought members= attention to the proposed terms of reference for the Curriculum Committee as presented, and referred to the Notice of Motion submitted to Council at the May 19, 1998 meeting.

MOVED by Dawn McDonald, SECONDED by Lawrence Becker:

BE IT AND IT WAS RESOLVED:

THAT Education Council approve on an interim basis the proposed terms of reference for the Curriculum Committee, and request the new Committee submit revised terms of reference, in due course.

It was suggested that under ADuties@, item 3, the Committee should include a provision for appeals to come before Education Council, in the case of disagreement(s).

The Motion was CARRIED.

4.2. Policy E02.03.08 -- Standards and Procedures for the Development and Approval of New and Revised College Curricula At the request of the Chair, Bob Nicholls highlighted the revisions made to the above policy with particular reference to page 6, items A and B on Course Outlines. He clarified that the policy was written to provide universality in preparing instructors = course outlines. He also reviewed page 7, Item C, relevant to the course outlines= compliance with the policies governing evaluation and assessment. Bob clarified that the policy would emphasize instructors = autonomy regarding what was best in assessing assignments and further explained that the final grade shall consist of multiple means of assessments, no one of which will be weighted at more than 40%, and that no in-class assessment or test or combination thereof valued at greater than 10% may be given within the last two weeks of class.

At this point the Chair referred to the Notice of Motion submitted at the May 19, 1998 meeting.

MOVED by Jim Sator, SECONDED by John McKendry

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the proposed new guidelines governing the development and approval of College curricula, as presented in consolidated policy E02.03.08.

It was noted that under exceptional circumstances, should a Variance to the policy be required (item 4, Section C), an approval process for such a Variance was stipulated. It was suggested that Deans should be added to the approval process as well. Much discussion of the policy's two variance mechanisms ensued. For some exceptional courses, the limitation of a 10% in-class assessment at the end of term might be waived at the general level of the curriculum guidelines, not sought repeatedly by each instructor teaching each individual section. The Policy Committee will address this suggestion and inform Education Council of its recommendation in due course.

The Motion was CARRIED. Minor revisions to the policy will be made based on the discussion. A note of appreciation was extended to Bob Nicholls and the Policies Committee for developing the Policy.

4.3. Council Facilitation of College-Wide Discussion on Learning Outcomes, Flexible Assessment and Distributed Learning: Paul Biscop advised Council that the December 8 presentation on the history of the concepts and pedagogical uses of the concepts was well attended. Further presentations are scheduled for January (on Learning Outcomes); February (on PLA and assessment); and the end of April (on Distributed Learning).

4.4. Matrix Committee: Debbie Smith informed members that having considered all the feedback on options developed by it over the last few months, the Matrix Committee has now recommended that the College Matrix should remain status quo, as none of the proposed options is acceptable to the College community. In response to a question, it was clarified that Education Council has an advisory role regarding the College matrix. For this reason, the recommendation will be submitted to SMT for approval.

4.5. PNUR Reduction of an Elective CourseThe Chair referred to the Notice of Motion submitted to Council at the November 16 meeting.

MOVED by Beverley Miller, SECONDED by Jim Sator,

BE IT AND IT WAS RESOLVED:

THAT Education Council support the Psychiatric Nursing request that an elective in the 4th Semester of the Psychiatric Nursing Diploma Program be removed.

Beverley Miller explained that the recommendation is in compliance with the College Policy on Electives.

The Motion was CARRIED.

4.6. New Program Approval Process In referencing the New Program Approval Process, the Chair drew members' attention to the following Notice of Motion.

That Education Council approve the New Program Approval Process as presented.

status quo

proposed budget criteria has been forthcoming from the College community; however, she would like to receive more input about the service areas. She reminded members to examine the assumptions carefully and identify any gaps or omissions. She added that by February of next year, the budget guidelines will be finalized and presented to the Board for its March, 1999 meeting. Comments may be sent to the Chair of Council.

## 5. NEW BUSINESS

Self Study Implementation Plan: The Chair drew members's attention to the draft Self Study Implementation Plan submitted to Council for comments and feedback, especially, on the two columns "Responsible in 98/99" and "Facilitated by". At the Chair's request,

MOVED by Beverley Miller, SECONDED by Julie Roper:

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the decision to refer the Self-Study Implementation Plan to the Planning and Priorities Committee.

The Motion was

### 6.3. Report from the Standing Committee on Educational Policies

(i) Minutes of the November 18, 1998 meeting were sent to members for information.

(ii) Policy E04.01.08 -- General Regulations for Students: At the request of the Chair:

MOVED by Al Atkinson, SECONDED by John McKendry,

BE IT AND IT WAS RESOLVED:

THAT Education Council withdraw the Policy E04.01.08  
effective August 31, 1999.

-- General Regulations for Students

That Education Council withdraw educational policies, as listed, effective August 31, 1999 and;

That Education Council recommend that Senior Management withdraw administrative policies, as listed.

It was requested that Council receive, in due course, a summary of revisions made to the policies.

6.4. Report from the Standing Committee on Planning and Priorities: There was no report.

6.5. Report from the Standing Committee on Admissions and Language Competency Standards There was no report.

6.6. Report from the Residency Credit Exemption Committee: There was no report.

6.7. Report from the Educational Excellence Committee Council received Minutes of the meetings of May 11, June 1, September 9 and October 14 for information. Georgina Ferguson stated that a meeting of the committee has been scheduled for December 15.

6.8. Report from the Education Technology Forum: There was no report. Barbara asked those members who were on GroupWise to let her know. A listserv directory is circulated with the Minutes. Members were requested to update their e-mail addresses if not accurately listed.

7. NEW BUSINESS- FOR INFORMATION AND CIRCULATION \_\_\_\_\_