

**DOUGLAS COLLEGE**

**MINUTES OF A MEETING OF EDUCATION COUNCIL**

**HELD ON MONDAY, JANUARY 18, 1999 AT 4:15 P.M. - BOARD ROOM**

1. ROLL CALL

**Members Present:**

Barbara Allen Jack Shehadeh

Trish Angus (Non-Voting) Meg Stainsby (Chair)

Al Atkinson Joan Thompson

Lawrence Becker Susan Witter (Ex-Officio)

Paul Biscop

Darryl Flasch **Regrets:**

Sandra Hochstein

Georgina Ferguson

Maria Iaquina

Kim Longmuir **Guests:**

Dawn McDonald Janet Allwork

John McKendry Kevin Barrington-Foote

Beverley Miller Carol Ebner Howorth

Carole Nelson (Ex-Officio) Dave Seaweed

Susan Oesterle

Brenda Pickard (Acting Secretary)

Debbie Smith

Julie Roper

Jim Sator

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

2. APPROVAL OF THE AGENDA

The following item was added to the Agenda: 5.6 Semester Start-up Dates, for January and May, 2000.  
**The Agenda was approved as amended.**

3. APPROVAL OF THE MINUTES OF THE DECEMBER 14, 1998 MEETING: The Minutes of the December 14

meeting were approved as circulated.

#### 4. BUSINESS ARISING FROM THE MINUTES

##### 4.1 Council Facilitation of College-Wide Discussion on Learning Outcomes, Flexible Assessment and Distributed Learning

Paul Biscop informed Council the next presentation is scheduled for Friday, January 22 from 11:00 a.m. - 1:00 p.m. in room 2203 on Learning Outcomes. Paul encouraged all members to attend.

##### 4.2 New Program Approval Process

Members agreed to delay this discussion in order to receive more consultation, comments and suggested changes to the policy.

**MOVED** by Jim Sator, **SECONDED** by Barbara Allen:

BE IT AND IT WAS RESOLED:

**THAT Education Council defer this item to the February 15, 1999 meeting.**

**The Motion was CARRIED.**

##### 4.3 Curriculum Committee -- Membership (Election)

The Chair indicated that a member is required as Chair of the Curriculum Committee. It was noted that the Committee would not have any role to play until the policies go into effect - September of 1999; however, it was suggested that the Committee could receive course outlines as information and refine the Terms of Reference, prior to September 1999.

#### 5. NEW BUSINESS

##### 5.1 1999-2000 Education Council Elections

Call for nominations for faculty and staff vacancies will go out in March as per usual. Any suggestions regarding distribution of faculty seats should be directed to Kevin Barrington-Foote (DCFA) before the end of the week.

Kevin Barrington-Foote reported to Council on DCFA Executive Council discussions of faculty seats, and indicated that at Wednesday=s General Membership meeting, faculty would entertain a motion to suggest apportioning faculty seats according to FTE rather than by Faculty.

5.2

The Chair drew members' attention to the fact that Council has a significant role to play with respect to evaluations for programs and services.

The Chair clarified that the three questions on the front page of the progress report are of a rhetorical nature, and that Bob Cowin would appreciate any feedback on them or on the Tentative Conclusions in the report before the Committee work proceed much further. **Members are asked to draw these items to the attention of their constituencies and to forward any concerns directly to Bob Cowin.**

#### 5.5 Key Performance Indicator Forum, February 4, 1999 -- 4:00 - 8:00 p.m.

John McKendry discussed briefly the history of Key Performance Indicators (KPIs). John noted that Gerry Sieben, Peter Jones, Barbara Leigh Smith (Washington) and Bill Bruneau (UBC) will be attending the forum, all of whom have a broad understanding of KPIs. He encouraged all to attend the KPI Forum in February and asked members to please invite colleagues from their areas to attend. **NOTE:** there *will be* catering and a no-host bar.

#### 5.6 Semester Start-up Date, for January and May, 2000

The Chair brought a motion to the table from the Department of English asking Council to discuss delaying the onset of the Winter term in the year 2000. At the Chair's request,

**MOVED** by Jack Shehadeh, **SECONDED** by Barbara Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council smar.**



b) Up-date on the status of policy changes to date

Circulated in the Council package.

c) Process of Policy Distribution

Members agreed that an index of the College policies be available in each department for easy access. Possible support for the Secretary of Education Council to maintain all policies in her office was also considered. Discussions to continue.

d) Withdrawal of Policies appended to the December 2, 1998 memorandum

**MOVED** by Al Atkinson, **SECONDED** by Paul Biscop,

**BE IT AND IT WAS RESOLVED:**

**THAT** Education Council withdraw educational policies, as listed, and **THAT** Education Council recommend that Senior Management withdraw administrative policies, as listed.

**The Motion was CARRIED**

6.4 Report from the Standing Committee on Planning and Priorities

Maria Iaquina expressed a need for a staff member on the Committee. Joan Wenman is the Chair of the Committee. Also noted, it is difficult to get student representation on committees and task forces.

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

There was no report.

6.8 Report from the Education Technology Forum

Barbara Allen distributed a list of members= e-mail addresses to be checked for accuracy and report any changes to her as she is updating the listserv.

Barbara informed members that at the end of this semester access to the internet from home will not be available and that the College supports only 12 lines for mail access. Council discussed a number of implications for instructors/ students who teach/ learn via on-line courses. This development leaves the instructor in a position of either coming in to the College to teach or purchasing their own ISP for home, which raised a question of whether or not this would constitute employees subsidizing the College.

Barbara Allen reminded that the deadline for Capital Requests is March 14. She asked members to advise

## 7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1 Charting a New Course, Provincial Standing Committee: Mandate and Terms of Reference

7.2 Minutes of the November 30, 1998 Meeting of the Task force on Admission and Registration Policies and Procedures

7.3 Letter of Intent: Shanghai Second Medical University and Douglas College

The Chair noted that this item is not a Letter of Intent requiring Council approval.

7.4 Letter from the Ministry dated December 7, 1998 Re: Ministry Policy Review of Private Training

7.5 Memorandum from Al Atkinson to SMT dated December 14, 1998 Re: Recommendation for the College Matrix

7.6 Memorandum from Institutional Research dated December 17, 1998 Re: SFU Course Grades of Douglas College Transfer Students

7.7 Memorandum from Institutional Research dated December 9, 1998 Re: Highlights from UVic Undergraduate Survey

7.8 Memorandum from Institutional Research dated December 9, 1998 Re: Detailed Student Survey Results

7.9 "Making the Learning Paradigm a Reality", Live via Satellite,