

DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 18, 2002 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non-Voting)
Laura Byrne
Ray Chapman
Edward Inoue
Jan Lindsay
Wilma Marshall
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Des Wilson

Regrets:

Ted James
Kim Longmuir
Susan Meshwork
Susan Witter (Ex-Officio)

Absent:

Dennis Lancien

Guests:

Mark Elliott
Jan Humphrey
Chris Jacob
Fran Johnson
Karen Maynes (A/ President)
Geri Paterson
Patricia Rachfall
Sharon Smith

2. APPROVAL OF THE AGENDA In order to accommodate the guests, items 4.2, 4.5 b) and 5.1 were moved to the beginning of the meeting. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2002 MEETING The Secretary amended item 5.1, second paragraph, to read: "In response to a question, Jan advised members that the minimum admission requirement would be completion of grade 10, completion of DVST 355, **and level eight on the ASL Proficiency Interview scale.**" The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Educational Excellence Awards Ceremony Fran Johnson, Chair of the Educational Excellence Committee, asked Council members for their feedback regarding when the awards might be presented. She noted the Committee agreed that the current several months is an unreasonable period of time for recipients to

Jan reminded members that the Ministry of Advanced Education had reviewed the Letter of Intent in December of 2000 and asked that a full program proposal be brought forward to the Ministry that would include a change from Citation to Certificate.

In response to a question regarding the College's Program Profile and recent budget developments, J. Lindsay noted she did not believe that the program would be offered in 2002.

MOVED by C. Turner, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the American Sign Language Instructor Certificate: Full Program Proposal.

The Motion was CARRIED.

- 4.3 Budget Guidelines recommended by SMT to the Board: The Chair reminded members that the Budget Guidelines were distributed two months ago for feedback. She noted that the Guidelines, recommended by SMT to the Board and contained in the package, incorporated some of the feedback received.

Karen Maynes advised members that two requests for revisions from Education Council were discussed at SMT. She noted the request to take out "peer and" and "more senior" from the last bullet on page three under "(b) Disciplines/program (departments) and courses" has been made. In response to a request of an additional bullet regarding services for programs which required accreditation, Karen advised members that SMT felt this point was contained within other bullets in the document.

Karen added that the Budget Guidelines will go to the Board for approval on March 18, 2002.

- 4.4 Policy Revision: Curriculum Development and Approval Process: The Chair advised members the Policy Committee has been working diligently to incorporate feedback received on the policy and make it clearer. She noted the revised draft policy was in members' packages for further feedback. She added that the more substantive changes/additions are underlined. She noted the attached Template and that near the top of the page under the "New Course and Revision" boxes, additional questions regarding revision and effective dates have been added for clarity. Also under "L" the boxes for "requested" and "granted" have been removed. The Chair noted that minor changes had been made to the

Course Control Sheet adding that “n/a” is no longer offered as an option for consultation with the various areas of the College.

ACTION Please take this to your constituents for careful consideration. Please send written feedback to the Chair prior to next month’s meeting for incorporation into a revised document or bring feedback to the April meeting.

- 4.5 a) Curriculum Committee Recommendations: S. Tyakoff advised members that the Committee met and reviewed nineteen curriculum guidelines. She noted one amendment to the memo in the package and asked to defer the approval of ASLS 280 Non-standard ASL to the April meeting.

In response to a question, S. Tyakoff advised members that the changes to CMNS 115 were minor in nature, including clarification to the pre-requisite section and indication that the course is open to Prior Learning Assessment. L. Byrne asked for clarification as to whether the Faculty of Commerce and Business Administration had been consulted regarding the revisions. She expressed a desire, in future, for her Faculty to be fully consulted even regarding minor changes.

T. Angus noted that the calendar now includes a TOEFL and TWE score as possible writing assessment exemptions; however, she noted this addition has not been well communicated across Faculties.

There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.

MOVED by C. Turner, SECONDED by R. Chapman,

4.5 c) Memo from John McKendry to Deans regarding College Courses 'On-line': As

- 5.1 HORM Program Structure Alteration: The Chair introduced Mark Elliott, Chair of the Hotel and Restaurant Management Program, to speak to this item.

Mark advised members that the proposed changes to the HORM schedule were to balance students' course workload and place courses in the appropriate semester to facilitate student success.

A suggestion was made to change the course numbers to appropriately reflect the semester in which they are being offered.

In response to a question, Mark advised members that both CMNS 115 and ENGL 130 were offered as optional courses to this program as the common core agreement requires a communications course for writing business reports and business letters. This he added also satisfies the university transfer agreement.

ACTION Please take this to your constituents for feedback at next month's meeting.

The Chair thanked Mark for speaking to this item and invited him to attend the April 15th meeting.

- 5.2 Habitat Restoration Program Unit Review: Executive Summary: The Chair advised members that the Executive Summary is provided in the package for information. She noted that this is the first pilot review completed under the Unit Review Co-ordinating Committee, using the provincial Standing Committee on Evaluation and Accountability (SCOEA) guidelines.

In response to a question regarding the length of time it took to complete the review, the Chair reminded members that this was a pilot review. She added that once the pilots are complete, a series of measures will be put in place to review the process.

- 5.3 Policy revision: Admission: T. Angus referred to the memo in the package advising members that she and Diana Christie, Assessment Centre Co-ordinator, are recommending a change to the policy in order to limit students to taking assessment tests for admission to a course or program a maximum of two times. She added that this would hopefully prevent students from repeating the same assessment multiple times without attempting the recommended remediation. T. Angus added that students would continue to retain the right to appeal for special consideration.

ACTION Please take this to your constituents for feedback at next month's meeting.

- 5.4 New policy: Educational Policy Development and Review: The Chair advised

members that this item is now before Council as a Notice of Motion. She added the policy formally outlines the process of educational policy development at Douglas College. She noted the policy has gone through the Policy Committee.

ACTION Please take this to your constituents for feedback. Written feedback may be

June meeting.

Karen encouraged members to attend the Budget Forum on April 18th.

- 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 Standing Committee on Educational Policies
There was no report.
 - 6.6 Report from the Standing Committee on Planning and Priorities
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 Educational Excellence Committee
There was no report.
 - 6.9 Report from the Curriculum Committee
There was no report.
 - 6.10 Report from the Research Ethics Board
There was no report.
 - 6.11 Report from the Education Technology Forum
Minutes of the February 13, 2002 meeting were included in the package for information.
 - 6.12 Report from the International Education Advisory Committee
There was no report.
7. NEW BUSINESS -nute4 219008 T34gA12 (3Stc0 0R1ocre wa4n Planning and Priorities)TJET144 499.

students to SFU. She added that the College may wish to look at this and bring comments to Education Council.

It was agreed to include this as a discussion item in April's agenda with the affected Deans invited to the meeting to speak to its implications for their Departments.

8. ADJOURNMENT