

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, DECEMBER 10, 2001 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Trish Angus (Non - Voting)
Sandra Boyle (Ex-Officio)
Laura Byrne
Ray Chapman
Edward Inoue
Ted James
Jan Lindsay
Kim Longmuir
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
Susan Witter (Ex-Officio)

Regrets:

Susan Meshwork

Absent:

Leon Morel

Guests:

John McKendry

2. APPROVAL OF THE AGENDA

final exams is becoming increasingly difficult and that it resulted in ninety-six conflicts this term. She added scheduling exams on Saturdays has been problematic in itself as no exams are allowed to be scheduled at the David Lam campus on Saturdays and there are significant problems with room set-up at the New Westminster campus.

The Chair raised a concern as to whether Education Council will have input into the final decision given that “setting of the academic schedule” is an advisory role of Council to the Board.

It was suggested that the schedule be consistent about indicating the reason for college closures, i.e., statutory holidays etc.

It was noted the revised schedule reflects that day time classes will be canceled on February 13, 2002 for the College-wide PD Day; however, evening classes will continue as scheduled.

ACTION

Further feedback regarding the Academic Schedule should be forwarded to T. Angus directly before January 15, 2002.

- 4.2 Policy revision: Educational Affiliations: The Chair advised members that discussions had occurred between Al Atkinson, Geraldine Street, John McKendry and herself. She noted changes in the policy resulting from these discussions were underlined. The Chair advised members that another change (not underlined) was to add “Subject to College Board approval,” to the third paragraph under “Procedures” on page two as Council had an advisory role in the matter of educational affiliations, not sole authority.

It was suggested that the underlined changes be expanded to include transfer guidelines from other provinces.

ACTION

Please take this to your constituents for feedback and vote at January’s meeting.

- 4.3 Memorandum of Agreement: Douglas College and the University of Phoenix: The Chair advised members that she had received further information regarding the University of Phoenix, included in the Council package. She noted that, according to the British Columbia Council on Admissions and Transfer (BCCAT), the University of Phoenix has not applied to be included in the BC Transfer Guide. She added that she had been told the University is in the final stages of being accredited by the Private Post-Secondary Education Commission (PPSEC) which is an important step for consideration for inclusion in the Transfer Guide. The

Chair also noted that the University has apparently not sought an agreement such as this with other Colleges.

J. Allwork advised members that the Faculty of Language, Literature and Performing Arts would like clarification as to whether the agreement is reciprocal or not. She noted the document specifies Douglas College's role as the transferring institution and not as the receiving institution. Yet a key statement in the agreement refers to Douglas College and the University of Phoenix as "active educational partners in providing educational opportunities for currently enrolled and potential students of both institutions". The Chair suggested that perhaps the language in the agreement could be changed to be less ambiguous.

ACTION

Please take this back to your constituents for further consideration. Please forward any feedback to your Dean who will forward it to the Vice President - Instruction.

- 4.3 Curriculum Committee Recommendations: S. Tyakoff reported that the Committee reviewed fifty six curriculum guidelines. She added that most of the revisions were straightforward and adhered to College policies. She noted that the curriculum guidelin

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

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ACCT 110 & 210, BUSN 111, BUSN 200, BUSN 210, BUSN 250, BUSN 251, BUSN 252, BUSN 253, BUSN 254, BUSN 305, BUSN315, BUSN 320, FINC 460, HORM 410, HORM 430, HORM 440, HORM 340, HORM 330, HORM 310, HORM 230, HORM 320, HORM 250, HORM 240, HORM 130, HORM 220, , HORM 110, HORM 120, HORM 210, HORM 140, HORM 420 CSWK 334, CSWK 380, CSWK 230, CSWK 440, CSWK 420, YJWD 300, YJWD 470, THRT 414, THRT 420, THRT 323, THRT 322, THRT 412, THRT 120, THRT 220, STSU 100, JO32A, JO30A, OADM 107, OADM 104, OADM 108 and OADM 106.

The Motion was CARRIED.

The Chair advised members that the Unit Review Coordinating Committee is currently putting in place procedures for reviews of all areas mandated by SCOEA including governance bodies such as Education Council and the Board. She added one of the tasks of the Coordinating Committee is to devise a formal evaluation procedure for Education Council. She added that, as a result of a roundtable held two years ago, an orientation session with the Board and an end-of-term open forum for all members of the College community was arranged to look at possible issues Education Council could be addressing. The Chair noted that some of the issues arising from the open forum that Council has addressed are establishing a committee to consider admission standards for open-enrollment areas; facilitating discussion of issues related to on-line learning; and, filling policy gaps such as terms for affiliations with other educational institutions. The Chair added that last year all Standing Committee Terms of Reference were revised.

The Chair added that Education Council is therefore familiar with evaluation but it does need a formal mechanism to measure itself, one that Council will need to establish in the near future.

- 5.2 End-of-term Roundtable and Climate Check: The Chair reminded members that Council has been doing a climate check for the past couple of years to elicit comments and feedback on what is working and what is not.

The following feedback was received:

- < Several members expressed interest in receiving digital copies of items they are asked to take to their constituencies for discussion and feedback. It was noted, though, that a number of employees do not have access to computers.
- < Staff and students expressed frustration with not being able to set up a formal communication loop with their constituents and with lack of clarity as to the extent of their roles and responsibilities.
- < Some faculty members were unclear regarding their role as liaison between Council and FECs/DECs and whether they should attend their entire FEC/DEC meeting. Most members reported they attended the full meeting.
- < In a multi-campus environment, communication is difficult.

- than reactive.
- < Council should focus more on decision-making items and less on discussion/advisory items.
 - < Council members should vote according to the best interests of the College as a whole, which may conflict with the wishes of individual constituent areas.
 - < Clarification was sought as to the role and mandate of the Standing Committee on Planning and Priorities. Is their role to develop strategies for the College or to be overseers of College activities?
 - < To ensure discussion is focused at meetings, a suggestion was made to place the Motion on the table first then have the discussion.
 - < Members were appreciative of the detail and history provided in the Council packages.
 - < Appreciation was expressed to the Chair for her work. Also noted was the respectful atmosphere during Council meetings.

P. Swanson expressed personal appreciation for the hearing equipment. She noted that she has a power point presentation members can borrow to familiarise their constituents with Council's advisory/decision making roles.

The Chair thanked members for their thoughtful contributions.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members that they were asked to take the *Curriculum Development and Approval* policy to their constituents for feedback. She advised members that a report from the Policy Committee and a memo from the Curriculum Committee were in the package (item 6.5) which suggested some changes to the policy.

ACTION Please forward any feedback on the *Curriculum Development and Approval*

The Chair wished everyone a restful holiday season.

6.2 Report from the President

The President referred to an email (contained in the package) from the Ministry, requesting Douglas College's program profile for 2002/03. She noted the very short turn-around period for the College to respond. The President advised members that the only concrete information the College has received from the Ministry is that there will be no overall increase to

- 6.8 Report from Residency Credit Exemption Committee
There was no report.
- 6.9 Report from the Educational Excellence Committee
There was no report.
- 6.10 Report from the Curriculum Committee
There was no report.
- 6.11 Report from the Education Technology Forum
There was no report.
- 6.12 Report from the International Educational Education Advisory Committee
There was no report.
- 7. NEW BUSINESS - For Information and Circulation
 - 7.1 C2T2 News November 2001.
- 8. ADJOURNMENT: Moved by K. Longmuir, Seconded by E. Inoue, the meeting adjourned at 4:00 p.m.

_____ Chair _____ Secretary