



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday February 16, 2009 at 4:15 pm
New Westminster Campus, Boardroom b

3. APPROVAL OF THE JANUARY 19, 2009 MINUTES

The minutes were approved as submitted.

basis and that Education Council will review the effectiveness of the revised forms in January 2010.

The Motion was CARRIED.

4.2 Policy Items – Update and Comments only

a) ***Grading Systems at Douglas College Policy*** Revision

T. James indicated that further updates and changes were made to the policy including separation of the grading grids as well as further clarification of the grading definitions. He stated that the portions that were out of date were removed and other sections that contained additions or changes were underlined. Further discussions revealed that reference to issues relevant to Continuing Education and the Training Group was incomplete. It was noted that the NCG grade be removed in the mastery grading grid because EDCO had approved replacing it with the NM 9 (non-mastery) grade in a previous policy amendment. As well, it was also pointed out that the Non-credit grading system did use the INC (incomplete) grade and that was not indicated in the current version of the revised policy. T. James advised that once the changes that still needed to be made were completed he would forward revised policies to Council for approval.

b) ***Examination Policy*** Revision/***Evaluation Policy*** Development

T. James updated council members about the revisions and indicated that the policy name would be changed to read “**Evaluation Policy**” rather than Examination Policy.

He further indicated that most changes were minor and housekeeping in nature but there were a number of concerns. Vigorous discussion included issues related to the timing and the number of evaluations, requirement to provide mid-term assessments of student progress, the “10% rule applied to the last two weeks of a semester based course”, various clarifications to the meaning of the policy language, and maximum points allowed for makeup assignments and tests/quizzes.

T. James indicated that Policy Committee was attempting to make it clear that

- a performance based assessment is the minimum an instructor would need to provide at the midterm date referred to in the College calendar. E. McCausland indicated there was general concern about what the departments will be required to do and she pointed out the real need for clarification of the number and timing of evaluations. More discussion revealed that the way it is currently

worded seems to imply the student has to pass every evaluation to pass the course.

- the policy is intending to attempt to restrict any form of evaluation that is worth more than 10% during the final 14 days of a semester based class and indicated that part of the difficulty is how the original language was written. M. Brulhart stated that for skill-based programs students prepare throughout the semester and only require final two week studying if they are exams.
- That the policy as proposed would limit any make up assignments/exams/quizzes to the 40% maximum allowed for any one assignment stipulation.

c) ***Curriculum Development and Approval Policy Revision***

T. James indicated that the Instructors Course Outline would be removed from the Curriculum Development and Approval Policy and placed in the Evaluation Policy. The Chair confirmed that she had many complaints and questions from faculty looking for reference to the Instructors Course Outline in the Ed Policies. She agreed it would be much more intuitively placed in the new Evaluation Policy since it dealt with issues related to evaluation. The Chair indicated that this decision would best be decided when the Evaluation Policy came back to Council for Approval.

d) ***Credentials Awarded at Douglas College Policy Revision***

The phrase “and at least twenty courses” was removed from the definition of Diploma as well as in the sections Open-enrolment areas and Honours Diploma. A suggestion to remove the minimum courses required for all credentials was made. The Chair responded that the problem was noticed on the definition of diploma and indicated that the Policy Committee had only looked the definitions of Diploma and Honours Diploma. She further suggested if it was Councils will to do so, it could decide to remove reference to “a minimum of course

There was unanimous consent to short-cycle a Motion to Approve the *Credentials Awarded at Douglas College Policy* as revised.

MOVED by T. Yip; SECONDED by E. McCausland

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the revisions submitted by the Policy Subcommittee to remove the phrase “and at least twenty courses” from the definition of all Douglas College credentials.

The Motion was carried.

4.3 Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies Program Proposal

T. Viani indicated that the admissions requirement section of this program proposal was considered by the Admissions & Language Competency Committee and was recommended for approval by Education Council.

MOVED by B. Hardy; SECONDED by M. Tarko

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the new program Diploma in Advanced Opticianry, Contact Lenses and Refraction Technologies, as presented.

The Motion was CARRIED.

4.4 Curriculum Committee Recommendations

There being no discussion.

There was unanimous consent to short cycle a Motion to Approve the Curriculum Committee Recommendations as presented.

MOVED by M. Tarko; SECONDED by B. Hardy

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the recommendations of the Curriculum Committee to withdraw the curriculum guidelines and courses CCSD 1230, CCSD 2380 and CCSD 2460.

THAT Education Council approve the recommendations of the Curriculum Committee to approve the submitted revised curriculum guidelines as follows:

CCSD 1140, CCSD 1170, CCSD 1240, CCSD 1270, CCSD 2334, CCSD 2335, CCSD 2340, CCSD 2420, CFCS 1160, CFCS 2432, DOPT 2401, DOPT 2411, DOPT 2413, DOPT 2501, DOPT 2511, DOPT 2513, DOPT 2611, ENGL 3180, INTR 1142, INTR 1242, INTR 1120, EASL 0810, EASL 0820

The Motion was CARRIED

4.5 Admissions & Language Competency Committee Recommendations

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

MOVED by E. McCausland; SECONDED by M. Brulhart

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted Admissions & Language Competency Committee recommendations as follows:

1. Health Information Management

- **Increase in the average required from BC secondary school from a C to a C+.**
- **Eliminate the recency requirement for English 12. It was previously 4 years. The standard substitutions are included.**
- **Increase of grade in Foundations of Math 11 from a C to a C+. The standard substitutions are included.**

2. Bachelor of Science and Diploma in Psychiatric Nursing

The Standard First Aid and CPR C certificates will no longer be required for admission to the program.

3. Diploma in Advanced Opticianry, Contract Lenses, and Refraction Technologies

For entry into the revised second year of this program.

There was unanimous consent to short cycle a Motion to Approve the Citation in Behavioral Interventionist program revision as presented.

MOVED by D. Anderson; SECONDED by M. Brulhart

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted program revision to the Behavioral Intervention Citation as attached to these minutes as Appendix "B".

The Motion was CARRIED.

5.3 Budget 2009/2012

S. Witter indicated that she hopes the budget as presented covers everything and if there are no future cuts to the governments' interim budget, then the draft budget is the best scenario for Douglas. She further indicated that most managers in the system

5.5 Removal of the Research Ethics Board (REB) as a Standing Committee of Education Council; Withdrawal of Education Council approved Research

THAT Education Council approve the requested program revision for the Diploma in Sign Language Interpretation (INTR) as attached to these minutes as Appendix "C".

6. REPORTS

6.1 Report from the Chair

The Chair informed Council that the Education Council Policy Review Group has now met and clarified the process and drafted up their Terms of Reference which will come to Council for ratification in March. She advised that this new group is a small sub-committee that advises the Policy Committee who then reports to Education Council. She further advised that they have now received various policies for review and will probably start meeting with the department representatives shortly.

6.2 Report from the President

There was no report.

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 Education 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

7.1 Adult Special Education

The Chair indicated it was well worth the time needed to read it and that little about the offerings would be changing. R. Wylie asked if new directions and opportunities were going to continue. T. James advised the funding was removed from last year's budget so it is not operating this

