

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, JUNE 17, 2002 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Janet Allwork (Chair)
Laura Byrne
Kim Longmuir
Wilma Marshall
Susan Meshwork
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Geraldine Street
Penny Swanson (Vice-Chair)
Carly Turner
Shaun Tyakoff
Wendy Wheeler
Des Wilson

Regrets:

Trish Angus (Non-Voting)
Ray Chapman
Ted James
Ann Kitching (Ex-Officio)

Regrets continued:

Jan Lindsay
Susan Witter (Ex-Officio)

Absent:

Edward Inoue
Dennis Lancien

Guests:

Al Atkinson (A/President)
Brad Barber
Kathryn Cernauskas
Kathy Denton
Yasmin Irani
Fran Johnson
Lorna McCallum
Michael McPhee
Michael Ouellet
Naomi Tabata
Trevor Tombe
Carey Vivian
Brenda Walton (for T. Angus)
Robin Wylie

The Chair introduced Carey Vivian as the new Council representative from the Faculty of Language, Literature and Performing Arts. She also introduced two of the four new student representatives: Trevor Tombe and Michael Ouellet.

2. APPROVAL OF THE AGENDA The Chair asked members to approve a fluid Agenda in order to accommodate the guests. The Agenda was approved.
3. APPROVAL OF THE MINUTES OF THE MAY 13, 2002 MEETING The Chair advised members that, in response to a request, a minor grammatical revision had been made to the May Minutes. The Minutes were approved as revised.
4. NEW BUSINESS
- 4.1 Educational Excellence Awards - Honourable Mention Category: Fran Johnson advised members that the Educational Excellence Committee was seeking input regarding an "Honourable Mention" category as a permanent feature of the awards.

The following discussion ensue2 r[

semesters. Michael also alerted members to the pedagogical issues, noting that students graduating with the Habitat Restoration credential should be entitled to the same kind of training, treatment and education that previous students in the program had received. He added that the courses under consideration to be phased out provide skills based training and give students excellent employability skills.

D. Wilson advised members that not all options are on the table; there will be further discussion regarding the phasing out of courses in the Winter semester.

Robin Wylie expressed concern regarding the pedagogical issues underlying the proposed course schedule and the lack of consultation with those involved in the program area and the respective FEC.

In response to a question, Michael reiterated that he had not been consulted about the proposed course schedule and did not see the document until it had already been sent to students.

Al Atkinson agreed, in future, there will be a need to follow a process for proposed program closures by which meaningful consultations take place with all appropriate parties.

4.4 Advertising Policy: The Chair invited feedback to the policy.

- it was requested that the guidelines be made clearer and less reliant on the judgement of unnamed individuals;
- members were uncomfortable with the vagueness of the criteria and scope of the policy;
- concern was expressed regarding not allowing any kind of advertising in classrooms as it can be a catalyst for dialogue;
- a clarification was made that the policy does not apply to advertising in the Student Union building;
- under “Detailed Guidelines” on page two, clarification was requested as to whether number two included the College Calendar;
- concern was expressed about allowing election advertising in and around the College;
- a request was made that the policy include a statement about academic freedom and the right to question/challenge within an educational context the practices/policies of a company or organization whose advertising the College may accept.

ACTION

Additional feedback about the policy should be forwarded to Brad directly.

4.5 SFU Undergraduate Curricula Review: The Chair reminded members that the Review was in the package several months ago as an information item and it was requested that Council put it on the Agenda as a discussion item with the Deans from areas most involved in university transfer present.

Graham Rodwell advised members that a proposal to adapt the General Education requirements for the SFU undergraduate degree is going back to the SFU Senate in July with a good likelihood that it will be approved. He noted that these requirements will then apply to all undergraduate programs and to all students transferring into those program.

Graham advised members of the three main parts to the proposal: a proposal to clarify and increase the Writing requirement, a proposal to clarify and increase the Quantitative requirement and, a proposal to clarify the Breadth requirement.

He noted that students will meet the writing requirement by taking at least two

prepare for implementation in 2003.

Penny thanked Laura Byrne and Kim Longmuir for their help on the Committee.

- 4.7 Review of Student Appeal and Petition Issues: The Chair reminded members that last May, during the meeting to address Standing Committee Terms of Reference, T. Angus raised the issue of the increasing number of Student Appeals the Registrar's Office was addressing. It was agreed to create a sub-committee to address the issue. She noted the document in the package contains the recommendations from the sub-committee.

Brenda Walton highlighted the sub-committee's recommendations to address the increased volume of petitions and appeals:

- C provide a standard medical form for use by students throughout the College;
- C implement a graduated late registration fee if the student is requesting to add a course after the published deadline date;
- C develop a form to be completed by instructors where a student is seeking to drop a course after the published deadline date;
- C develop a new petition and appeal process document which would replace the Petition/Appeal form;
- C publicize the petition and appeal deadline on the WEB and in other appropriate publications;
- C develop a "frequently asked questions" document which would cover items such as the four-month appeal deadline and the consequences of particular grades on the GPA;
- C amend the drop/add form to include process information on the form;
- C require faculty to use the final class list issued after the late registration period to advise students who are not registered;
- C the Associate Registrar - Admissions and Information Services will consider requests to waive the four-month appeal deadline;
- C use e-mail and WEB sites to notify and post information concerning deadlines and other registration matters.

It was noted that the recommendations are not intended to block access for
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There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines with the addition of MUSC 161, MUSC 133 and MUSC 233.

MOVED BY C. Turner, SECONDED by A. Patko,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for MUSC 142, MUSC 242, MUSC 342, MUSC 442, MUSC 156, MUSC 256, MUSC 250, MUSC 350, MUSC 450, MUSC 131, MUSC 231, MUSC 331, MUSC 431, MUSC 130, MUSC 230, MUSC 330, MUSC 430, MUSC 151, MUSC 251, MUSC 351, MUSC 451, MUSC 101, MUSC 201, MUSC 220, MUSC 320, MUSC 420, MUSC 140, MUSC 240, MUSC 340, MUSC 440, MUSC 141, MUSC 241, MUSC 163, MUSC 164, SOCI 125, SOCI 145, SOCI 155, ANTH 111, ANTH 112, ANTH 120, ANTH 130, ANTH 160, ANTH 170, ANTH 210, GEOG 110, GEOG 120, GEOG 160, GEOG 180, CRIM 120, CRIM 150, CRIM 180, CRIM 253, CRIM 255, CRIM 340, CRIM 128, IDST 110, POLI 101, POLI 102, POLI 103, POLI 209, HIST 260, HIST 240, HIST 209, HIST 114, HIST 113, HIST 203, HIST 104, HIST 103, HIST 201, PHIL 170, PHIL 151, PHIL 135, PHIL 103,

The Motion was CARRIED

A memo from Ted James was in the package for information.

- d) Change to program approval process to replace Letter of Intent/ Fourteen Point Proposal.
The Chair referred to the document distributed at the meeting. She noted that the document is a close-to-final draft with implementation anticipated in July. She added that it is problematic at this point, with the legislated authority of

The Secretary advised members that Leon Morel, former student representative, had suddenly passed away. She noted that donations can be made through Van City Credit Union, an account set up by the Morel family to provide aid to a needy Douglas College student.

- 6.5. Report from the Standing Committee on Educational Policies
The Annual Report was in the package for information.
 - 6.6 Report from the Standing Committee on Planning and Priorities
The Committee had no specific function this past year, but was looking forward to being reactivated in the fall. The Committee members are Joan Wenman (Chair), Terry McCann, Ryan Wray, Melissa Mack and Elsie Neufeld.
 - 6.7 Report from the Standing Committee on Admissions and Language Competency Standards
The Annual Report was in the package for information.
 - 6.8 Report from the Educational Excellence Committee
The Annual Report was distributed at the meeting.
 - 6.9 Report from the Curriculum Committee
The Annual Report was in the package for information.
 - 6.10 Report from the Research Ethics Board
The Annual Report was in the package for information.
 - 6.11 Report from the Education Technology Forum
There was no report.
 - 6.12 Report from the International Education Advisory Committee
There was no report.
7. NEW BUSINESS - For Information and Circulation
 - 7.1 C²T² News
 - 7.2 Request for Proposal - Canadian College Partnership Program
 8. ADJOURNMENT: Moved by W. Wheeler, Seconded by E. Neufeld, the meeting adjourned at 4:25 p.m.

**DOUGLAS COLLEGE
EDUCATION COUNCIL
JUNE 17, 2002
ELECTIONS FOR SEPTEMBER 2002 - AUGUST 2003**

Present:

Janet Allwork
Al Atkinson (Ex-Officio)

Brenda Pickard (Secretary)
Penny Swanson