

**MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday, June 13th, 2005 at 2:15 p.m.
New Westminster Campus, Boardroom**

1. ROLL CALL

Members Present:

Trish Angus (Non-Voting)
Kevin Barrington-Foote
Marilyn Brulhart
Laura Byrne (Vice-Chair)
Colin Campbell
Diana Christie
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Anna Jajic
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay
Susan Meshwork (Chair)
Arlene Patko
Brenda Pickard (Secretary)
Graham Rodwell
Peter Tong
Susan Witter (Ex-Officio)

Absent:

Joel Koette
Elsie Neufeld
Khai Rosli
Janice Spencer
Heidi Taylor

Guests:

Mark Elliott
Lucia Fuentes
Julian Gardiner
Gerry Gramozis
Joy Holmwood
Blaine Jensen
Les Marshall
Rob McGregor
Kevin Richter
Des Wilson

2. APPROVAL OF THE AGENDA: The Chair asked members to add 5.7 UT Business Program Change; 5.8 Educational Excellence Recommendations (in-camera); and, 7.4 Feasibility Study - Bachelor of Applied Sport Science and Coaching. In addition, the

- 4.2 Career Builder Plus Program - Program Proposal: The Chair advised members that this program falls under the Continuing Education policy. She noted the language in the policy is somewhat unclear as to the process of approving this type of program proposal; therefore, the Chair advised members that she will be asking for a formal motion to approve the Career Builder Plus Program after discussion has occurred.

The Chair introduced Julian Gardiner to speak to this item.

In response to a question regarding the cross-College consultation process, Julian advised members that he had met with the Counsellors in Student Services and other Continuing Education programmers. He also directed members' attention to the Consultation Control Sheet. Julian added that community agency consultations occur regularly.

MOVED by G. Rodwell; SECONDED by C. Campbell,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Career Builder Plus Program.

The Motion was CARRIED.

MOVED by C. Campbell; SECONDED by G. Rodwell,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Board approve the Career Builder Plus Certificate.

The Motion was CARRIED.

- 4.3 Applied Degree Standards Committee: The Annual Report was received in the package. There was no further report.

- 4.4 Admission and Language Competency Committee: There was no report.

- 4.5 Curriculum Committee Recommendations: C. Campbell advised members that the Committee reviewed forty one curriculum guidelines.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by C. Campbell; SECONDED by K. Barrington-Foote,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for CCSD 1100; ECED 2482; CISY 2200; ECON 3450; HORM 1135; HORM 1235; HORM 2255; HORM 2330; HORM 2455; OADM 1227; NURS 3130; PNUR 3450; BOCE 0210; BOCE 0211; BOCE 0220; BOCE 0221; MATH 1234; SCIE 1108; CBP Stream 1; CBP Stream 2;

and,

THAT Education Council approve the withdrawal of NUR 224.

The Motions were CARRIED.

Subsequent to the meeting C. Campbell advised the Secretary that a typographical error had been made in the documentation provided to Council members. He advised that PNUR 3450 should have read *PNUR 3724*.

5. NEW BUSINESS

- 5.1 Building Environmental Systems Certificates: The Chair advised members that this is the first CE program offered by the department of Science and Technology and she added, in partnership with The Training Group. The Chair introduced Des Wilson to speak to this item.

Des advised members that there was a typographical error on page 2. He asked members to change the course number for Energy Management from BEST 1100 to *BEST 1110*.

In response to a question, Des advised members that "an equivalent to grade 12" could mean completion of a dogwood or GED. He noted though that this program is designed as in-service training and students may not have formal credentials.

It was requested that Developmental Education be added to the consultation list.

In response to a question, Des advised members that B.C. Hydro funds all necessary assessments.

The Chair noted that approval of new Continuing Education programs are at times short-cycled to meet the emergent needs of the field. A. Kitching added that it is important that Douglas College show external partners that it can move quickly in these situations.

There was unanimous consent to short-cycle the approval of the Building Environmental Systems Certificate program.

MOVED by A. Patko; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Building Environmental Systems Certificate program - Class I and Class II.

The Motion was CARRIED.

MOVED by R. Coulson; SECONDED by D. Christie,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend the Board approve the Building Environmental Systems Certificate credential.

The Motion was CARRIED.

M. Brulhart suggested that, if a program has a Math prerequisite, DVST should sign off on the Consultation Control Sheet.

Rob received a suggestion to add ECON 2460 as an elective.

ACTION **Please take this to your constituency groups for feedback and approval at the September meeting.**

5.3 Hotel and Restaurant Management - Program Revision: The Chair introduced Mark Elliott to speak to this item.

Mark advised members that, over the past year, the Faculty in the HORM Department have evaluated student needs and examined the efficiency of the curriculum.

In year one Mark noted that HORM 1135 and 1235 will replace HORM 1130 as the new courses are designed to improve student retention. He noted that half the students will take HORM 1135 in semester 1 while the other half will take HORM 1235 in semester 1. He noted the process will be repeated in semester 2.

Mark advised members that the addition of HORM 2255 - Beverage Management and HORM 2455 - Hospitality Business Policy courses will give students a better understanding of beverage management issues which are important areas in the management of a hotel or restaurant.

Mark advised members that information systems curriculum is incorporated into the “capstone” course HORM 2455. He added that Faculty will use case studies and simulation software in the course delivery.

In response to a question, Mark advised members that it is up to the individual student to acquire the 500 hours of industry experience prior to graduation.

In order to meet calendar deadlines, the Chair asked members if they were willing to short-cycle the Motion.

There was unanimous consent to short-cycle the revisions to the Hotel and Restaurant Management Program.

MOVED by L. Byrne; SECONDED by D. Christie,

BE IT AND IT WAS RESOLVED:

registration categories.

In response to a question, T. James advised members that additional groups wishing to receive priority registration would be required to bring their request to Council. There was considerable discussion as to how these groups would know that they must make a formal request to Council.

The Chair advised members that she (as Chair) would advise Deans/Chairs/Coordinators once each year, that if they wanted to add students to the priority registration category, they would be required to submit requests and rationale for these requests to Education Council for consideration and approval.

It was advised that every group added to the priority registration category will create additional work for the Registrars' Office.

MOVED by K. Barrington-Foote; SECONDED by P. Tong,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the addition of Learning Centre student tutors to the list of students allowed to register early.

The Motion was CARRIED.

- 5.5 DOPT Program Planned Change: The Chair advised members that this type of program change would normally be sent to the Planned Change sub-committee of Education Council. She noted that, due to time constraints and the intent to have the changes effective for Fall 2006, Council is being asked to provide formal advice at the September Education Council meeting.

The Chair introduced Joy Holmwood to speak to this item.

Joy advised members that, in response to a serious concern regarding fluctuating enrollment, she asked Sylvia Wilson - Director of Allied Health Programs to review the Dispensing Optician program. The result is the report contained in the package. Joy added that the report has gone through VPAC and SMT. She noted SMT considered five restructuring options. She noted that senior administration is recommending Option 1 which considers an initial intake of 30 students for year one and an intake of 15 students for year two. She added that this option will continue to meet industry needs for Licensed Opticians - Eyeglasses. Joy added that the reduced intake in year two (15 students) will reflect the class size

experienced in semester four over the last four years of the program and the smaller demand for Licensed Opticians - Contact Lenses.

ACTION **The Chair advised members that it is vital that outgoing Council members meet with incoming representatives and have full consultation with constituency groups throughout the summer. This item will come to the September meeting and Council will provide formal advice to the College Board.**

- 5.6 Learning Support Services Plan - Draft: The Chair introduced Blaine Jensen to speak to this item.

Blaine advised members that the draft Learning Support Services Plan is strategic in nature and complements the 2005 Academic Plan. He noted that the Learning Support Services Plan addresses those activities that usually occur outside the classroom and which directly and indirectly facilitate student learning. He noted the Plan is much broader than simply providing for basic physical and administrative needs.

Blaine advised members that feedback should be sent to either himself or Bob Cowin prior to September 1st.

ACTION **Please discuss this item with your constituency groups and provide comments/feedback directly to Bob or Blaine prior to September 1st. This will come to the September meeting and Council will provide formal advice to the College regarding the Service Plan.**

- 5.7 UT Business Program Change: The Chair introduced Kevin Richter to speak to this item.

Kevin advised members that the current BUSN 1330 - Business Math will lose its transferability to SFU in September and has already lost its university transferability at UBC. He noted that, in order to accommodate this change at the universities, it has been proposed that the BUSN 1330 course be replaced with an elective which is transferable. He noted that the proposed change has been discussed and approved through FEC.

It was noted that students would be encouraged to take a math course as the elective.

The Chair asked members if they were comfortable with short-cycling the Motion.

There was unanimous consent to short-cycle the Motion to approve the UT Business Program change.

MOVED by R. Coulson; SECONDED by J. Lindsay,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the withdrawal of the BUSN 1330 course and add an elective to the UT Business Program.

The Motion was CARRIED.

- 5.8 Educational Excellence Recommendations (In-camera): The Educational Excellence recommendations were discussed and ratified.

6. REPORTS

6.1 Report from the Chair

The Chair advised members that she will attend a workshop on Robert's Rules of Order.

The 2004/05 Annual Report was in the package.

6.2 Report from the President

The President advised members that her report had been sent to the College community. She noted the enrollment numbers are down significantly.

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 Research Ethics Board

The 2004/05 Annual Report was in the package.

6.6 Report from the Standing Committee on Educational Policies

The 2004/05 Annual Report was in the package.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

The 2004/05 Annual Report was in the package.

6.8 Report from the Educational Excellence Committee
The 2004/05 Annual Report was available at the side table.

6.9 Report from the Curriculum Committee
The 2004/05 Annual Report was available at the side table.

C. Campbell referred to his Report and emphasized the formal acknowledgment of Amanda Hardman and all of her hard work on the Committee.

6.10 Report from the Education Technology Forum
There was no report.

7. NEW BUSINESS - For information and circulation

7.1 Memorandum of Understanding - Douglas College/Coquitlam School District

7.2 Distributed Education in BC Colleges: Amount and Student Satisfaction

7.3 Student Demographics: by City and Main Campus

7.4 Feasibility Study - Bachelor of Applied