



**Douglas College**

**MINUTES OF A MEETING OF EDUCATION COUNCIL  
Held Monday April 14, 2008 at 4:15 pm  
New Westminster Campus, Boardroom**

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1. ROLL CALL:

**Members Present:**

Trish Angus (Ex-Officio)  
Graeme Bowbrick (Vice-Chair)

4. BUSINESS ARISING FROM THE MINUTES

4.1 Elections for Education Council Chair and Vice Chair

The elections were carried out and S. Meshwork was re-elected as Chair and G. Bowbrick was re-elected as Vice Chair by acclamation.

4.2 Advanced Citation in Disability and Applied Behaviour Analysis Program

Jan Carrie, Nicholas Watkins and Wendy Parry were invited to the table to speak to this item. J. Carried advised that the Admission and Language Competency Committee's recommendations had been incorporated into the admission requirements.

There being no further discussion.

**MOVED by G. Gramozis; SECONDED by W. Case,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the Advanced Citation in Disability and Applied Behaviour Analysis Program Proposal as presented.**

**The Motion was CARRIED**

**MOVED by D. McCloy; SECONDED by J. Lindsay,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council recommend the College Board establish the credential Advanced Citation in Disability and Applied Behaviour Analysis.**

**The Motion was CARRIED**

4.3 Revisions to the Program Development and Consultation Control Sheets

G. Bowbrick stated that Humanities and Social Sciences FEC were strongly in support of the consultation process being carried out online using the negative option of response. They indicated that this would reduce work load while not compromising the consultation process. L. Guppy stated the Science and Technology FEC were of the same opinion.

D. McCloy also indicated support from the Health Sciences FEC and they had requested that Education Council ensure there was a process in place to keep the contact people for each group updated. Student Development FEC was also in support of this method. Commerce and Business FEC agreed that they did not mind if the list of consultations remained as presented if the process was online.

Education Council

S. Vanderburgh suggested that Counc

additional reductions next year in order to balance the budget. She further advised that the reductions this year were about 75% of the total required. She stated that the College may wish to borrow from the Board surplus fund in order to get through the next year and that any borrowed money would have to be paid back from future budget allocations over the next year or two. Many other Colleges do not have a Board contingency fund such as this.

It was suggested that for the cuts for next year that there be lots of up front consultation as there would be more time to do this.

S. Witter advised that Senior Management Team were recommending some complete program cancellations: Customer Service & Cashier Training, New Directions, the second stream of Career & Employment Preparation and Opportunities Enabled plus partial reductions in other programs.

She stated that there had been many comments from the external community supporting the College which she was pleased to see. In response to a question about early retirement incentives, S. Witter advised that the collective agreements indicated that faculty had to be 60 years of age to qualify for this and that canvassing was currently occurring.

J. Lindsay indicated that program cancellations were not mainly in the university transfer area but were fairly balanced. Senior Management Team had looked at areas of low demand and low enrolment in order to make a minimal impact.

S. Witter advised that Infosilem was still being adopted but on a slower time frame. In response to a question if the College was being block funded or target funded, S. Witter indicated that the College funding was based on FTEs but that the Government seemed to be changing their priorities. This year all growth funding had been taken away but in its place the College had received funding for 19 aboriginal programming seats.

G. Bowbrick advised that Humanities and Social Sciences had two full faculty meetings and members had focused on administrative cuts and they were glad to see that this had also been addressed.

There was general discussion about whether any college or Education Council input would affect changes to budget decisions at this late date. S. Witter's response was that it was management's role to recommend what to do in a budget crisis but if they had made wrong choices, it was important that the College Board hear this. So College constituencies needed to convince the Board that a different decision should be made. If

the Board agreed then Senior Management Team would have to recommend other cuts.

4.6 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 L. Guppy, SECONDED by S. Vanderburgh,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for:**

**ECON 3101, MUSC 1110, MUSC 1210, MUSC 2310, MUSC 2410**

**The Motion was CARRIED**

4.7 Admissions & Language Competency Committee Recommendations

There being no discussion.

**There was unanimous consent to short-cycle a Motion to Approve the Admissions and Language Competency Committee recommendations as presented.**

**MOVED by D. McCloy; SECONDED by W. Case,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the recommendations of the Admissions and Language Competency Committee as follows:**

**1. Admission Criteria for the Advanced Citation in Disability and Applied Behaviour Analysis**

**The admission requirements are as follows:**

- § **Douglas College general admission requirements; AND**
- § **Applicants who have a graduate or bachelor degree from a recognized post-secondary institution where the language of instruction is English and have a minimum cumulative GPA of 2.0; OR**
- § **Applicants who are currently in 3<sup>rd</sup> or 4<sup>th</sup> year of a bachelor degree program from a recognized post-secondary institution where the language of instruction is English and have a minimum cumulative GPA of 2.33.**

2. **Revision to Collaborative BA Criminal Justice ( Douglas/UCFV)**  
**The revised admission requirements are as follows:**
  - § general Douglas College admission requirements AND
  - § Completion of 39 out of 60 specified 1<sup>st</sup> and 2<sup>nd</sup> year credits on or before April 30 for the 3<sup>rd</sup> year program starting in the subsequent September; AND**Minimum cumulative GPA as determined by the UCFV Criminal Justice program (calculated on the basis of 39/60 of the specified 1<sup>st</sup> and 2<sup>nd</sup> year credits which must have been completed on or before April 30 for the 3<sup>rd</sup> year program starting in the subsequent September).**

**The Motion was CARRIED**

5. **NEW BUSINESS**

5.1 **Print Futures – Program Revision**

Maureen Nicholson was invited to the table to speak to this item. She explained that she requesting a program revision be approved because they wished to change a course name from CRWR 2401 to PRFU 2401: Writing for Magazines and Trade Publications. The Chair explained that the course name change did not require Education Council approval but a new course in the program design constituted a program revision and required EDCO approval. She requested that this be short-cycled as a new group would be entering the program in May and they would like it to be clear to students what the names of the courses they were taking would be from the onset of the program.

**There was unanimous consent to short-cycle a Motion to Approve the Program Revision to the Print Futures Program as presented.**

There being no further discussion.

**MOVED by K. Denton; SECONDED by T. Smith**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revision to the Print Futures Diploma as follows:**

**CRWR 2401 is replaced by PRFU 2401**

**The Motion was CARRIED**

5.2 **Request for Leave of Absence – Bruce Hardy**

Education Council

B. Hardy, Faculty at Large Representative, had requested a leave of absence for the months of April and June 2008. There was some discussion.

**MOVED by S. Bubrick; SECONDED by W. Case,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the request for Leave of Absence from Bruce Hardy for the April and June 2008 Education Council meetings**

**The Motion was CARRIED**

6. REPORTS

6.1 Report from the Chair

In order to assist the Executive Assistant to the College Board get information to faculty, the Chair requested that members remind their

## Education Council

There was no report.

### 6.4 Report from the Secretary

The Secretary advised that annual reports for Education Council sub-committees were due by the June agenda package deadline of June 5, 2008.

### 6.5 Report from the Curriculum Committee

There was no report.

### 6.6 Report from the Educational Excellence Committee

There was no report.

### 6.7 Report from the Research Ethics Board

T. James advised that his term and that of S. Meshwork were complete. S. Vanderburgh was to replace T. James and other members of the committee are able to cover S. Meshwork's function of being knowledgeable in ethics and standardized testing. There is the need for a faculty Education Council member to sit on the committee. B. Hardy had volunteered but there were already two Child, Family and Community Studies representatives. He asked the faculty members to consider standing for this position. If no-one was able to do this S. Vanderburgh could sit as the Education Council representative if Education Council agreed to a variance in the sub committee Terms of Reference. S. Vanderburgh advised that the Research Ethics Board review process had been changed considerably and would take advantage of electronic technology in future. There was now an excluded Research Ethics Board members group set up on MyDouglas in order to avoid the inundation of emails. Forms will be developed and meeting dates will be standardized. The Chair asked Education Council faculty representatives to let her know if they were willing to join the Research Ethics Board.

### 6.8 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

### 6.9 Report from the Standing Committee on Educational Policies

There was no report.

### 6.10 Report from the Academic Signature Committee

E. McCausland advised that a number of areas had completed Signature templates which are now online. It was anticipated that faculty will be working on the templates in April, May and June so there will be Douglas Development workshops and 'working' workshops to assist faculty in completing the templates.

She advised that the committee will be looking for as much feedback as possible on the framework document and will be putting a feedback button



