

**MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY APRIL 20, 2009 AT 4:15 PM
NEW WESTMINSTER CAMPUS BOARDROOM**

1. ROLL CALL:

Members Present:

Regrets:

4. BUSINESS ARISING FROM THE MINUTES

4.1 a) *Examination/Evaluation*

anticipated there will be any pedagogical impacts. It was explained that 5000 and

MOVED by B. Hardy; SECONDED by L. Guppy,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted guidelines for HICP 0100, HICP 0110, HICP 0120, HICP 0130, HICP 0140, HICP 0150, HICP 0160, HICP 0170, HICP 0180, HICP 0190, HORM 1145, HIMP 2320, HIMP 2330, HIMP 2370, HIMP 2420, HIMP 2430, HIMP 2470, HIMP 2520, HIMP 2575, PNRS 100, PNRS 101, PNRS 106, PNRS 107, PNRS 113, PNRS 114, PNRS 115, PNRS 121, PNRS 122, PNRS 125, PNRS 140, PNRS 141, PNRS 142, PNRS 150, PNRS 155, PNRS 552, PNUR 4601, PNUR 4661, MUSC 1110, MUSC 1111, MUSC 1210, MUSC 2310, MUSC 2410, STGE 1110, STGE 1120, STGE 2200, STGE 2210, STGE 2220, STGE 2400, STGE 2410, STGE 2420, STGE 2440.

The Motion was CARRIED.

- 4.6 Admissions and Language Competency Committee Recommendations
There were no recommendations.

5. NEW BUSINESS

- 5.1 Continuing Education Certificate Programs

d).

The Chair advised Council members that a paper trail had never been established for the Psychiatric Nursing Refresher Certificate, Registered Nurse (RN) Mental Health Nursing Certificate and, Registered Nurse (RN) Qualifying in Psychiatric Certificate programs because they were started well before an Education Council was established. She noted that what is before Council at this time is a request for revision of programs that have no original Education Council approved documentation. She explained that Patricia has created a formalized grid of what the original program documentation would have looked like (on paper) if an Education Council existed when the program was first established. She then added the proposed revisions. Patricia clarified that all three credentials have been awarded for over thirty (30) years by Douglas College and are fully recognized by the College of Nurses.

- 5.1 a) Psychiatric Nursing Refresher Certificate Program Revisions

Patricia advised members that this is a self-paced, distance education, open learning and instructor

have not been practicing for five (5) years and wish to update their knowledge and skills to reach competencies required of a beginning graduate in preparation for registrati

includes both theory and preceptorship.

In response to a question regarding the short-cycling of this item, Patricia explained she would like the revisions approved in order to provide the credential before summer.

There was unanimous consent to short-cycle the Motion to approve the



THAT Education Council approve the revisions to the Registered Nurse (RN) Qualifying in Psychiatric Nursing Certificate Program as submitted.

The Motion was CARRIED.

5.1 d) Continuing Education Licensed Practical Nurse (LPN) Mental Health Nursing Certificate Program Approval

Patricia advised members this program has been offered on-line for a year and a half. She added a group of students are completing the program and require their certificate.

There was unanimous consent to short-cycle the Motion to approve the Continuing Education Licensed Practical Nurse (LPN) Mental Health Nursing Certificate program.

MOVED by R. Wylie; SECONDED by D. Hewitt,

- 5.6 Recommendation to the College Board to withdraw the Credential Diploma in Arts and to establish the credential Diploma in Liberal Arts (please refer to items 5.4 and 5.5)

This item is postponed to the May Education Council meeting.

- 5.7 Continuing Education Home Inspection Certificate Program

The Chair reminded members that a request to short-cycle is not unusual for Continuing Education programs. She invited Brenda Welock to speak to this item.

Brenda advised members that timing is truly of the essence in order to complete program pre-launch activities, thus the rationale of the request to short-cycle the approval of the submitted non-credit Home Inspection Certificate program follows:

The proposed program will be launched in Fall, 2009

Instructors need to be interviewed, hired and start instructional skills training in May

Advertising and promotion activities need to start ASAP

Information sessions need to be set and guest speakers confirmed for May and June

Brochure completed (Business CE does their own brochures in-house) and printed in May

Courses entered in Banner

There are already 20 students on the interest list

Brenda advised members the program was developed in response to the BC

There was unanimous consent to short-cycle the Motion to approve the Continuing Education Home Inspection Certificate Program.

MOVED by R. Wylie; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council approved the Continuing Education Home Inspection Program.

The Motion was CARRIED.

- 5.8 Recommendation to the Douglas College Board to Establish the Credential Continuing Education Certificate in Home Inspection
There being no further feedback:

MOVED by A. Robinson; SECONDED by T. Yip,

BE IT AND IT WAS RESOLVED:

THAT Education Council recommend that the Douglas College Board to establish the Credential Continuing Education Certificate in Home Inspection.

The Motion was CARRIED.

- 5.9 Request to Refer New *Transfer Credit* Policy to the Policy Committee for Review and Recommendation

K. Denton advised members a committee of three Deans and the Registrar developed a policy which will allow the College to function as a receiving institution. She noted VPAC has approved the policy.

The Chair advised members that, in terms of process, requests for policy development or revision come to Council which in turn may decide to ask members to refer the policy directly to the Standing Committee on Educational Policies for review and recommendation to Education Council. She added this is usually handled with the short-cycle procedure.

T. James requested that if members had suggestions now it would help the policy Committee to hear them before reviewing the draft *Transfer Credit* policy. There were no immediate suggestions or comments.

There was unanimous consent the short-cycle the Motion to Approve a request to refer the new *Transfer Credit* Policy to the Standing Committee on Educational Policies for review and recommendation to Education Council.

MOVED by R. Wylie; SECONDED by E. McCausland,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve referring the new *Transfer Credit* ure0 0 1 482.38 695.14 Tm

To be at the forefront of best practices

Blaine noted the re-alignment is consistent with the Students First! He added the strategies for the re-alignment will enhance recruitment, enrolment, successful transitions into College studies, retention up through graduation of students.

In response to a question regarding the rationale of the proposed changes, Blaine advised members the re-

The Secretary advised members that she has now returned to her position and asked that any correspondence that was usually sent to Lidia now be sent directly to Brenda.

6.5 Report from the Academic Signature Committee

There was no report.

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

There was no report.

6.7 Report from the Curriculum Committee

There was no report.

6.8 Report from the Education Excellence Committee

The Secretary advised members that G. Gramozis sent a report directly to her and stated that he had nothing to report regarding the above Committee. He did note though that Ms. Laurie Wong received the 2008 Award for Education Excellence at the April 16th Board meeting.

6.9 Report from the Standing Committee on Educational Policies

T. James advised members that the Committee has been very busy and expects more work to come.

7 OTHE BUSINESS For Information and Circulation

7.1 Supported Employment Specialist Initiative Concept Paper (L. Woods)

7.2

7.3 *Records Management and Retention* New Administrative Policy (B. Jensen)

7.4 Former Student Survey Douglas College compared to BC average (B. Cowin)

8. ADJOURNMENT

The meeting adjourned at 5:45 p.m.

Chair

Secretary