



Douglas College

MINUTES OF A MEETING OF EDUCATION COUNCIL
Held Monday December 10, 2007 at 4:15 pm
New Westminster Campus, Boardroom

1. ROLL CALL:

Members Present:

Trish Angus (Ex-Officio)
Graeme Bowbrick (Vice-Chair)
Marilyn Brulhart
Anne Gapper (Acting Recorder)
Gerry Gramozis
Leon Guppy
Bruce Hardy
Anna Helewka
(alternate for D. McCloy)
Dianne Hewitt
Ted James
Ann Kitching (Ex-Officio)
Jan Lindsay (Acting for S. Witter)
Susan Meshwork (Chair)
Colleen Murphy
Teryl Smith
Sandy Vanderburgh
Titus Yip

Regrets:

Wendy Case
Kathy Denton
Elizabeth McCausland
Debbie McCloy
Susan Witter (Ex-Officio)

Absent:

Sebastian Bubrick
Alan Yang

2. APPROVAL OF THE AGENDA: The Chair requested an addition to the agenda to approve the amendment to the October 19, 2007 minutes. The agenda was approved as amended.
3. APPROVAL OF THE NOVEMBER 19, 2007 MINUTES: The minutes were approved as submitted.

APPROVAL OF THE OCTOBER 19, 2007 MINUTES: The Motion for Item 4.2 c) Program Approval Policy – New or Revised Degree was amended to read

“.....*the first two years of the program and in the final two years of the program*”. The minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Educational Policy Revisions

- a) Educational Policy Development and Review Policy
There being no discussion.

MOVED by C. Murphy; SECONDED by T. James

BE IT AND IT WAS RESOLVED:

THAT Education Council approve revisions to the *Educational Policy Development and Review Policy* as recommended by the Policy Sub-committee in the attached Appendix A.

The Motion was CARRIED.

- b) Language Competency Policy
There being no discussion.

MOVED by B. Hardy; SECONDED by T. James

BE IT AND IT WAS RESOLVED:

THAT Education Council approved revisions to the *Language Competency Standards Policy* as recommended by the Policy Sub-committee in the attached Appendix B.

4.2 Education Policy Revisions

- a) *Withdrawals, Course and Status Changes Policy*
T. James reported that the Policy Sub-committee agreed with the rationale behind the suggested amendment from M. Brulhart and H. Rourke. The Sub-committee was recommending that the policy be amended to allow students to register in Developmental Studies graded courses a maximum of three times.

Action: Please take this to your constituencies for feedback and consideration of a Motion to Approve at the January 21, 2008 Education Council meeting.

- b) *Credentials Awarded at Douglas College Policy*
T. James stated that the Policy Sub-committee agreed with the suggested policy amendment, received from J. Lindsay, to lower

A. Kitching stated she was concerned if students were admitted with lower standards they may not be able to complete their programs. J. Lindsay replied that although admissions standards were being lowered in order to remove barriers to some students, graduation standards would not be lowered. She further stated the changes reflected a slight shift in philosophy of meeting students where they are at and bringing them up to

4 Child & Youth Care Counsellor Diploma Program

The minimum age requirement has been changed from 19 to 18 years by December 31 of the year the student is admitted to the program.

5 Youth Justice Worker Diploma Program

The minimum age requirement has been changed from 19 years old by the start of classes to 19 years by November 1st of the first semester.

6 a) Bachelor of Physical Education and Diploma in Sport Science

The requirement for the First Aid and CPR level C has been removed.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Process for Reviewing Departmental Grading Policies

T. James explained that due to the approved revision to the Academic Performance Policy at the October 15, 2007 meeting, the Policy Subcommittee had developed a suggested process for reviewing departmental grading policies. The Sub-committee recognized they did not necessarily have the best expertise so had decided to create a small policy review group which would consist of Education Council policy committee members and other representatives who have experience in policy development and review plus a member from each faculty to assist in the review their faculty's departmental policies. The Education Council Chair (and policy subcommittee member) would chair the Policy Review Group (PRG)

The proposed review process was outlined as follows:

Deans/Assoc Deans/chairs will review their policies for clarity, compliance with overarching College educational policy, and basic fairness and the principles of natural justice, before they were presented to the Education Council Policy Review Group.

Policies included for review will include all grading and other academic performance policies which have not been reviewed and approved by Education Council. This would include all promotional and/or continuance policies

The Deans will be responsible for making sure relevant policies come to Education Council otherwise they run the risk of students ability to successfully appeal policies that are unapproved by Education Council. G. Bowbrick stated that it was important to have policies reviewed and approved in order to avoid appeals overloading the system.

There was extensive discussion, the main points of which are summarized below:

J. Lindsay advised the deans had already been alerted to look at segmenting policies to see which policies would come under the College overarching policy.

There will be tight communication between Education Council and the Registrar's Office if any departmental policies are revised to ensure that proper information is given to students.

The time frame for completion of the policy review work will depend on how quickly the process flows.

It was recognized that some departments would have many more policies to review than others, ie Health Sciences and Child, Family and Community Studies.

The Education Council Policy Review Group (PRG) may prioritize its work based on the seriousness of the impact of a policy on students' education.

A. Helewka advised that Health Sciences had already started the policy review process as they had a large volume of policies and they would be bringing them forward as quickly as possible.

The Chair requested that the deans make their faculty aware of the current college educational policies.

A. Helewka confirmed that departmental policies for Health Sciences are posted on line and as well each student has to sign that they have read the policies at the beginning of each semester.

Action: Please take this to your constituencies for feedback at the January 21, 2008 Education Council meeting

5.2 Revisions to the Program Development and Consultation Control Sheets

The Chair advised that she and the Education Council Acting Secretary had spent a great deal of time revising the program development and consultation control sheets. She explained the current forms were confusing for users as they were developed many years ago and were no longer aligned with the current program approval policies.

The Chair explained that main revisions to the forms are designed to:

Align the forms with the new Program Approval Policies.

Clarify the meaning of the term "consult".

Allow for the inclusion of explanatory written comment from Departments that ask Education Council to resolve disputes about issues related to program development.

Add Developmental Studies to the consultation list for all programs requiring first year English, Communications or Math courses or prerequisites.

Clarify which consultations are required and which are not.

There was considerable discussion and feedback which is summarized below:

Add 'required' to items 5, 6 and 7.

Add contact person's name on the front page

G. Bowbrick thought that the definition of consultation should be stated more clearly on the control sheets. He confirmed that he would look at the policy and will bring forward a definition at the January 21, 2008 meeting.

The number of groups to be consulted has only been increased by adding Developmental Studies.

There followed extensive discussion about the time it took to consult each group. The Chair confirmed that she wanted to make the forms easier for Faculty to use and was open to any suggestions. The main points raised were:

The Chair confirmed she had spoken to each group to ensure that they still required to be consulted. Each group had confirmed and had clear and compelling reasons to remain on the list, they will be invited to come to the table to explain their reasons if necessary.

T. Angus suggested a workflow diagram could be added to the form with a time limit for each person to respond.

There was concern raised about the time it took to meet with all the groups to get their signatures and that this would be worse when Health Sciences moved to David Lam.

There was suggestion that a memo could be sent to all interested parties followed up by a meeting with everyone there to sign off on the form.

Action: Please take this to your constituencies for feedback at the January 21, 2007 Education Council meeting.

6. REPORTS

6.1 Report from the Chair

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.

7. OTHER BUSINESS – For Information and Circulation

There was no other business.

8. ADJOURNMENT

Moved by S. Vanderburgh; Seconded by T. Smith

The meeting was adjourned at 5.15 pm

Chair _____ Secretary _____

APPENDIX A

Educational Policy Development and Review

Policy name: Educational Policy Development and Review	Overseen by: Vice-Presidents Instruction, Student Development	Effective date: September 2002	Related policies:	Replaces: New
Category: Education	Approved by: Education Council	Review date: September 2007		

Purpose

Policy Statement

Definitions

Procedural Guidelines

Development of New Policy
Maintenance and review of existing policy

Format

Appendix 1

Purpose

6. Education Council deliberates upon the draft policy and the feedback of constituent groups and decides whether to approve it.
7. The President takes the Education Council-approved policy to the Board, either for approval (where required by the Act) or for information.
8. The Education Council Chair forwards the approved policy to the appropriate Vice President for implementation and notification of the College community.

Maintenance and review of existing policy policies

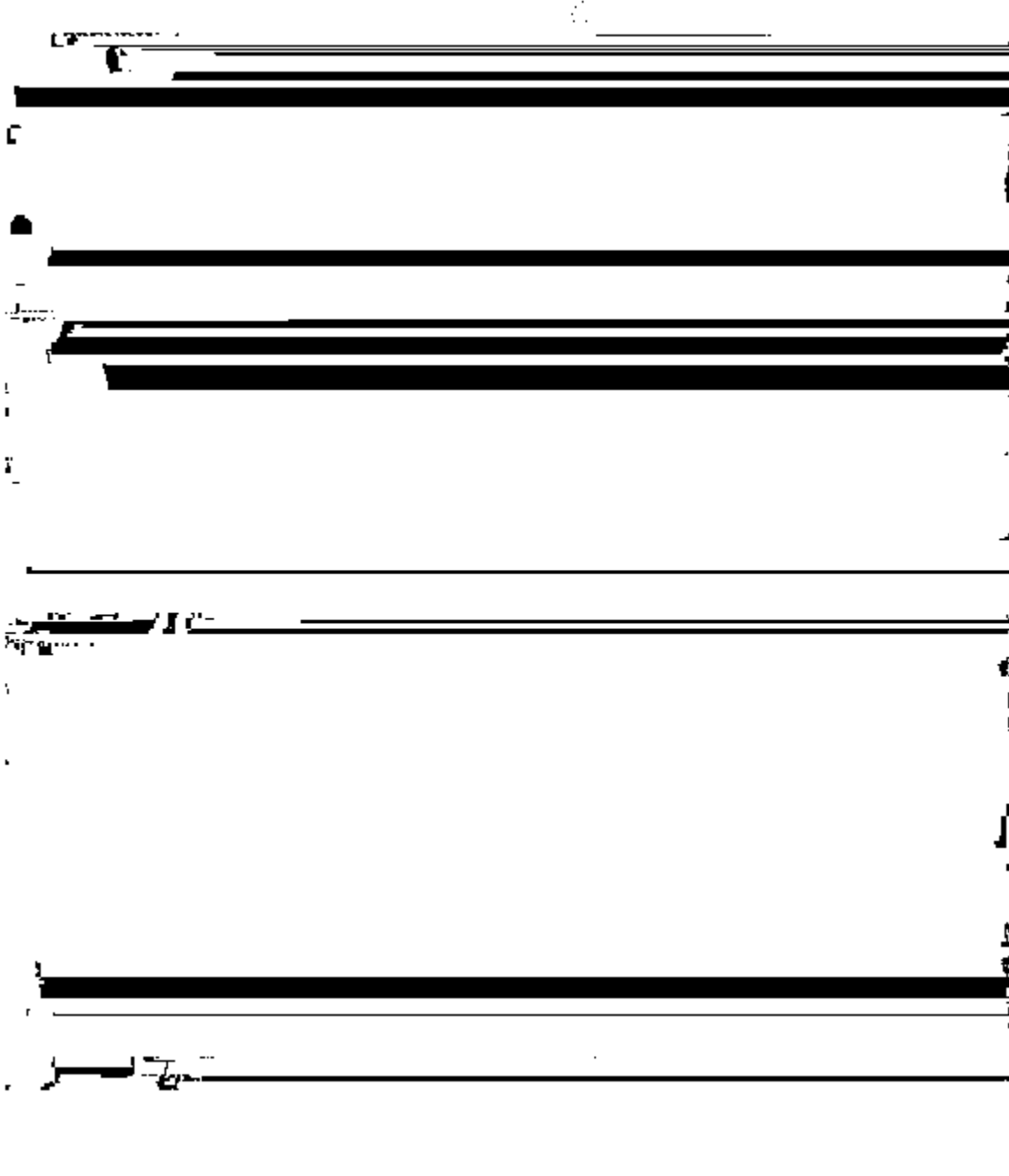
1. Policies will be reviewed on a ~~seven~~-five year cycle in accordance with the Policy Review Schedule.
2. In October of each year, Education Council will publish a list of policies due for review and invite feedback by a specified date to the Standing Committee on Educational Policies.
3. **Education Council will announce to the college community through its representatives that certain policies are up for review and will ask for comments regarding the relevancy and appropriateness of the policy and its provisions along with suggested revisions. Any comments received by the posted deadline will be given to the Standing Committee.**
4. **The Standing Committee will review the policy regarding its relevancy and the appropriateness of its provisions, will draft any proposed revisions, and recommend approval to Education Council.**

Amendments to existing policy

1. Suggestions for revisions to Educational Policy may be brought forward by any person or group within the College community. A written request for policy revision outside the normal review schedule will be submitted in writing, with accompanying rationale, to the Education Council Chair and distributed in an upcoming Education Council agenda. Depending upon the complexity of the proposed revision, Education Council will determine an appropriate process which may include

procedural guidelines necessary to ensure fair and consistent application and interpretation of the policy;
where appropriate, appeal procedures outlined within the policy.

Appendix 1



APPENDIX B
Language Competency Standards

Policy name: Language Competency Standards	Overseen by: Vice-President Instruction	Effective Date: September 1999	Related Policies: Prior Learning Assessment and Recognition, Associated Studies	Replaces E02.04.01(1992)
Category: Education	Approved by: Education Council	Review Date: September 2001		

Purpose**Policy Statement****Definitions****Standards****Entry-Level Standards****Exit-Level Standards****Assessment****Alternative Assessments****Implementation****Jurisdiction****Review of Language Competency**

Purpose

The enhancement of skills in reading, writing, speaking and listening should be a goal of instruction in every course and program.

Policy Statement

Definitions

Language Competency: a defined level of skill in reading, writing, speaking and listening.

Entry-level standard: the defined standard required for entry into a course or program.

Exit-level standard: the defined standard required for graduation from a course or program.

Standards

Entry- and exit-level language competency standards will correspond to specific course or program requirements, outcomes, and objectives established and/or reviewed in consultation with the appropriate advisory committees, professional bodies, employers, colleges and universities.

Entry-Level Standards

Minimum entry-level standards of language competency will ensure that students can communicate in English with sufficient ability to complete anticipated coursework successfully. Some Departments/Programs

