

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, JANUARY 17, 2000 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Belfare
Ray Chapman
Terry Farrell
Cristina Gecolea
Christian Guillou
Edward Inoue
Ted James
Wilma Marshall
Dawn McDonald
Beverley Miller
Carole Nelson (Ex-Officio)
Brenda Pickard (Secretary)
David Samuel
Dave Seaweed
Des Wilson

Michael Wilson
Susan Witter (Ex-Officio)

Regrets:

Anna Jajic

Absent:

Sarah Hossack
Kim Longmuir
Elliot Fox Povey

Guests:

Mary Burns
Bob Cowin
Lorna McCallum
Jan Selman
Meg Stainsby

The Chair called the meeting to order at 4:15 p.m.

2. APPROVAL OF THE AGENDA: the Agenda was approved as presented. It was agreed to change the order of the Agenda to accommodate the guests.
3. APPROVAL OF THE MINUTES OF THE DECEMBER 13, 1999 MEETING: The Minutes were approved as circulated.
4. BUSINESS ARISING FROM THE MINUTES
 - 4.1 New Associate Degree Specialisations: Associate of Arts (Creative Writing): Associate of Arts (Women's Studies):

MOVED by B. Allen, SECONDED by D. Samuel,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the New Associate Degree Specialisation: Associate of Arts (Creative Writing).

It was noted that resource issues attendant to offering this specialisation fall outside of Education Council's mandate.

The Motion was CARRIED.

MOVED by T. Farrell, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the New Associate Degree Specialisation: Associate of Arts (Women's Studies).

It was again noted that resource issues attendant to offering this specialisation fall outside of Education Council's mandate.

The Motion was CARRIED:

The Chair thanked Lorna McCallum, Meg Stainsby and Mary Burns for attending the meeting.

- 4.2 "The Associate Degree as a Transfer Credential": The Chair received two additional comments with regard to the proposed amended requirements: first, that the requirement of an average grade of C rather than a minimum grade of C had workload implications for the Registrar's Office; second, that the Faculty of Pure and Applied Science and Technology expressed its support for nine credits in Science including three in Math because such basic scientific literacy contributed to an informed public and to good job skills.

The Chair will forward these suggestions to Adrienne Peacock.

- 4.3 Curriculum Committee Recommendations: The Chair referred to Ray Chapman's memo included in the package.

MOVED by B. Allen, SECONDED by D. McDonald,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted revised Curriculum Guideline for BUS 330.

The Motion was CARRIED.

MOVED by R. Chapman, SECONDED by B. Allen,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted revised Curriculum Guideline for BUS 330.

The Motion was CARRIED.

The Curriculum Committee's proposed amendments to "major" and "minor" categories in the Curriculum Development and Approval policy have been approved by the Policy Committee and will be addressed at the February meeting.

- 4.4 Budget Guidelines: Susan Witter referred to the approved guidelines from last year. She noted the consultation process for the 2000/2001 submission is continuing with SMT, Constituency Group Leaders (CGL) and Council with the hope of forwarding revised guidelines to the Board for approval in a timely manner.

Concern was raised with regard to the wording of "achieving 100% of official registration capacity" specifically within limited enrollment programs. In response to a question, Susan clarified that the 100% guideline was created a couple of years ago when utilization rates went down and the College needed parameters for decision-making.

ACTION: The Chair asked members to give any specific feedback to her for language changes or content additions by the end of this week and she will present these to SMT for their consideration.

- 4.5 Semester Length Review Task Force: David Samuel advised members that the Task Force is working on compiling survey results.
- 4.6 Task Group on Open Enrollment Admissions: Trish Angus reported that the Group is working on several issues. Meetings have been scheduled for January 31st,

5. NEW BUSINESS

- 5.1 Policy Revision A17.01.03 — Academic Performance Policy: The Chair advised members that this is an Administrative policy at present but noted that it is now being brought forward to Council to adopt as Educational Policy. She noted that academic standards and academic standing are two of the exclusive powers of Education Council. She explained that the Policy Committee has reviewed, redrafted and updated the policy.

Jan Selman confirmed that no substantive changes have been made to the content of the policy.

A concern was expressed that the last statement, in its specification that a student be required to withdraw from the College for a minimum of two years, is in fact more restrictive than the original.

Following a brief discussion, it was clarified that according to current practice, a student would be required to meet with a counsellor if his or her GPA over twelve credits fell below minimum requirements. The Counsellor and Registrar both offer support to the student and ensure that he or she knows of available resources.

ACTION: Please direct further questions/comments to Jan Selman (5404) before the next meeting.

This item will come forward to the February meeting for approval.

6. REPORTS

- 6.1 Report from the Chair
The Chair reported that the Education Technology Policy Framework document is currently in circulation. The Chair further noted that she drafted a personal response, in her role as Council Chair, which she presented to TPMC at its last meeting. The Chair noted that the deadline for feedback was extended by one week for CoEdCo. She reminded members that this is an important document that parallels Charting a New Course and should be taken seriously.

ACTION: Please direct feedback/comments to the Chair forthwith.

The Chair informed members that a memo has been sent to the College community inviting everyone to attend the International Education Advisory

Committee Forum Wednesday, January 26th at 4:15 p.m. in Room 1811. She encouraged members to attend.

The International Education Round Table - Part II is scheduled for Wednesday, February 23rd from 4:00 - 6:00 p.m. in the Douglas Room.

The Chair informed members that the Student Appeals policy in the December package had some errors in it. A corrected version will come forward to February's meeting for the full approval cycle.

In response to a question, Barbara Allen reported that the Council Home Page has been updated.

6.2 Report from the President

The President informed members that the College received its Key Performance Indicator report for 1998. She clarified that this is the first time colleges have been assessed individually.

Susan drew members' attention to her monthly report (available via GroupWise) stating that she plans to initiate a review of the College Values. She noted that it has been seven years since the Values have been revised and is asking for support from Council, the Board and SMT to start the review process this spring. *Council gave support to the President to move forward on this item.*

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

The Minutes of the December 15, 1999 meeting were received in the package.

6.5 Report from the Standing Committee on Planning and Priorities

- (a) The Notes of the December 6, 1999 meeting were received in the package.
- (b) College Tactical Plan Progress Report: Dawn McDonald brought this document to Council's attention from the Planning and Priorities Committee. The Chair invited Council members to take the document back to their constituencies to solicit feedback or assessments of progress relevant to their areas. Since most Council-designated items relate to policy, these may eventually be referred to the Policy Committee.

ACTION:

Please bring response to *Council-designated* items back to the next meeting and forward response to *non Council-designated* items to Bob directly.

- 6.6 Report from the Standing Committee on Admissions and Language Competency Standards
There was no report.
- 6.7 Report from the Residency Credit Exemption Committee
There was no report.
- 6.8 Report from the Educational Excellence Committee
Christian Guillou reported that revised Terms of Reference will come forward to the next meeting.
Minutes of the December 8, 1999 meeting were circulated.
- 6.9 Report from the Curriculum Committee
There was no report.
- 6.10 Report from the Research and Standardized Testing Committee
Ted James reported that the Committee is reviewing its Terms of Reference.
- 6.11 Report from the Education Technology Forum
Barbara Allen informed members that the Terms of Reference are being reviewed.
- 7. NEW BUSINESS (For Information and Circulation)
 - 7.1 Kaleidoscope 2000 Proposals
 - 7.2 Memorandums of Understanding between Douglas College and Kwantlen University College
 - 7.3 Results of Community College Student Experiences Questionnaire
 - 7.4 Learner Support and Success
- 8. ADJOURNMENT MOVED by B. Allen, SECONDED by M. Wilson; the meeting adjourned at 6:05 p.m.

_____ Chair _____ Secretary