

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, JANUARY 15, 2001 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)
Ray Chapman
Terry Farrell
Christian Guillou
Anna Jajic
Ted James
Dennis Lancien
Jan Lindsay
Kim Longmuir
Wilma Marshall
Brenda Pickard (Secretary)
David Samuel
Geraldine Street
Catherine Willems
Michael Wilson
Susan Witter
Ryan Wray

Regrets:

Michael Belfare
Dave Seaweed
Des Wilson
Sandra Boyle (Ex-Officio)

Absent:

Edward Inoue

Guests:

Al Atkinson
Lorna McCallum
Len Millis
Sharon Smith
Carey Vivian
Melanie Yip

2. APPROVAL OF THE AGENDA: In order to accommodate the guests, the Chair asked that item 5.1 be moved to the beginning of the Agenda. The Agenda was approved as reordered.

3. APPROVAL OF THE MINUTES OF THE DECEMBER 11, 2000 MEETING:
(Circulated) Under item 5.3 it was noted that the Faculty Task Group on Educational Technology Applications in Teaching and Learning (also known as the “Ed Apps” Task Group) was looking into the uses and abuses of educational technology, not the Educational Technology Planning Committee.

The Minutes were approved as amended.

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Open Enrollment Admissions Task Group - Final Report: T. Angus reported that this Task Group emerged from the Self Study done by the College a couple of years ago. The Task Group's primary function was to examine registration and admission issues related to access in open-enrollment areas i.e., Arts, Science, Business and General Studies.

Trish outlined the Report's recommendations, noting that several of them were linked, and answered questions about their implications. Discussion focused particularly upon the recommendation regarding Late Registration: that there be a one-week Late Registration period during the first week of classes in which students late register by telephone or the WEB only (with in-person registration continuing for DVST and EASL students) a

- # a mandatory Assessment with advisory results is in place at another institution where it has been found that students do in fact take the recommendation seriously;
- # more resources would be needed to mark assessments.

T. James indicated that most of the preceding points had been discussed extensively by the Committee, resulting in the recommendation as currently presented.

The Chair added that this item was on the Agenda as a Notice of Motion for Endorsement. She added that the open-enrollment Faculties do have the right to establish pre-requisites for admission to their courses already. She noted that the Committee attempted to address the open-enrollment Faculties as a single unit. The Chair noted that the limited-enrollment programs are required to put in place entry-level language competency requirements as should open-enrollment Faculties. She added that this could best be accomplished if the open-enrollment areas were dealt with as a large group rather than distinct units.

The Chair noted that she had prepared a brief questionnaire to be completed by Departments in open-enrollment Faculties which asked whether they supported the recommendation and whether they would consider establishing a pre-requisite threshold for entry to any of their courses. It was noted for the information of open-enrollment Faculty Council members that the questionnaire's mention of the DCWA should have been followed by the words "or a substitute or equivalent assessment" as the Report indicates.

ACTION Please take the Report and the Registrar's response out to your FECs, DEC's and other constituent groups for full consultation over the next two months (including discussion and completion of the questionnaire at February Department meetings in open-enrollment areas). Please bring any questions or requests for clarification to February's meeting. This item will be brought forward to the March meeting for final discussion and possible endorsement.

- 4.3 Unit Review Co-ordinating Committee: The Chair reminded members that at December's meeting, Council approved in principle the role and membership of the Unit Review Co-ordinating Committee. She noted, though, that there had not been discussion on how Education Council appointees would be named. She added that Jean Cockburn's name had been put forward as a recommendation to fill the Faculty member position as Jean is a member of the provincial committee, SCOEA, which produced the institution's (Jevn iCcu)8.4(e)ts. The Chair advised

Council.

In response to a question raised at last month's meeting about whom this Committee would report to, the Chair reported that Susan Witter had suggested the Committee report to SMT with discussions related thereto to take place in the Constituency Group Leader portion of the meeting when Education Council, DCFA, BCGEU and DSS representatives are present. Members felt that was satisfactory.

- 4.4 Curriculum Committee Recommendations: The Chair advised members that the report was on the side table for pick up.

R. Chapman advised members that the submissions his Committee is receiving are becoming more clear as a result of the memo that was distributed to FEC Chairs and Deans last month.

There was unanimous consent to short-cycle the Motion to approve the submitted revised curriculum guidelines.

MOVED by K. Longmuir, SECONDED by D. Samuel,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ECED 401, ECED 420, ECED 450, CISY 510, MUSC

on a cost recovery basis, adding that there would therefore be no negative impact upon areas such as Learning Resources.

R. Chapman advised members that the Curriculum Committee is recommending approval of the submitted curriculum guidelines and program proposal.

The Chair reminded members that the Continuing Education Program Approval Policy indicates that, if no further discussion is required, Council can short-cycle the Motion for Approval upon the recommendation of the Curriculum Committee.

There was unanimous consent to short-cycle the Motion to approve the Continuing Education Community and Workplace Leadership Certificate Program.

MOVED by G. Street, SECONDED by K. Longmuir,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the Continuing Education Community and Workplace Leadership Certificate Program.

The Motion was CARRIED.

6. REPORTS

6.1 Report from the Chair

The Chair reminded members that at Council's last meeting she suggested reviewing and recommending changes to the terms of reference of Education Council committees. She asked that each committee engage in that review over the next several months in accordance with criteria the Chair will provide. The Chair suggested setting aside Monday, May 28th from 9:00 a.m. - 12 noon for this review and noted that Committee Chairs would be asked to attend. She added a lunch would be provided. The Chair also reminded members that the Education Council meeting is scheduled to take place at 2:15 p.m. on May 28th.

The Chair reminded members that elections for Education Council take place this term. T. Angus advised members that she has asked the DCFA and BCGEU for any recommended changes in procedures for elections. She noted that the call for nominations will go out in the second week of February and hopes that the process will be complete by mid March.

The Chair asked members to consider whether they were willing to run again and

if not, to encourage someone from their area to stand for election.

The Chair asked members to review their information binders. She asked if members had suggestions for additional information to be included in the binders to forward their suggestions to the Secretary.

The Chair informed members that a Web Task Group has been formed by ETF and includes two instructors; a concern has been expressed that Education Council should have a link to this Group and the Chair asked for a volunteer. The Chair advised members that the first meeting is set for January 29th.

The Chair asked Committee liaison to ensure that written reports were provided for the package.

6.2 Report from the President

The President reported that, due to the Ministry's failure to fund capital requirements beyond a program's first year, SMT will not be supporting any new letters of intent for programs that require ongoing capital requirements.

The President advised members that campus configuration discussions are on-going.

The President advised members that SMT will be meeting for a retreat focusing on budgetary issues and development.

The President noted that the Equity and Diversity Committee was sponsoring a writing competition for students focusing on what diversity means to them at Douglas College.

6.3 Report from the Board Representative

There was no report.

A memo from T. Angus was in the package for information.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

A memo to FEC/DEC Chairs, Deans was in the package for information.

6.10 Report from the Research and Standardized Testing Committee

There was no report.

6.11 Report from the Education Technology Forum

There was no report.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS--For Information and Circulation

7.1 Letter to Fran Johnson from Bev Miller

7.2 Letter of Intent approval - Community Mental Health Worker Citation Program

7.3 Results from Student Profile and Perceptions Survey

7.4 Provincial Survey of PLA Students

8. ADJOURNMENT: Moved by B. Allen, Seconded by T. Farrell, the meeting adjourned at 6:05 p.m.

D. Lancien asked members to remind their constituents and students of the upcoming DOUGIMUN in February.

_____ Chair _____ Secretary