



Douglas College

**MINUTES OF A MEETING OF EDUCATION COUNCIL**  
**Held Monday January 19, 2009 at 4:15 pm**  
**New Westminster Campus, Boardroom**

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1. ROLL CALL:

**Members Present:**

Trish Angus (Ex-Officio)  
Marilyn Brulhart  
Sebastian Bubrick  
Kathy Denton  
Gerry Gramozis  
David Guedes  
Leon Guppy  
Bruce Hardy  
Dianne Hewitt  
Ted James  
Jan Lindsay  
Elizabeth McCausland  
Debbie McCloy  
Susan Meshwork (Chair)  
Anna Robinson  
Teryl Smith  
Mike Tarko  
Susan Witter (Ex-Officio)  
Robin Wylie  
Titus Yip

**Regrets:**

Deb Anderson  
Ann Kitching (Ex Officio)

**Absent:**

**Guests:**

Tony Viani

Lidia Peter-Wallesch (Acting Recorder)

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2. APPROVAL OF THE AGENDA:

The Chair introduced and welcomed new council member Robin Wylie.

In order to accommodate the in camera agenda item 5.2, the Chair asked members to approve a fluid Agenda. Council agreed and the Agenda was approved.

3. APPROVAL OF THE DECEMBER 15, 2008 MINUTES

**The minutes were approved as submitted.**

4. BUSINESS ARISING FROM THE MINUTES

4.1 Revisions to the Course and Program Development and Consultation Control Sheets – Postponed to February 16, 2009

4.2 Policy Items – Postponed to February 16, 2009

a) *Grading Policy Revision*

b) *Examination Policy Revision*

c) *Curriculum Development and Approval Policy Revision*

4.3 Affiliation Agreement with Guangxi University of Nationalities

R. Wylie indicated that he had not seen the background on this agreement and had some concerns about affiliation agreements with Peoples Republic Universities, specifically, college standards in terms of inclusiveness. S. Witter advised that one of the things they do is have a faculty member go to the University and stated there is no concern with this particular University. She further explained that this institution demonstrates inclusiveness in that it welcomes students from many parts of the world. She also stated that more background information on this topic could be provided in future submissions of requests for approval of affiliation agreements. The chair requested that this point be reflected in the minutes.

**MOVED by T. James; SECONDED by J. Lindsay**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve an Affiliation Agreement with Guangxi University of Nationalities (GXUN) in Nanning, China, as presented.**

**The Motion was CARRIED.**

4.4 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 B. Hardy; SECONDED by M. Brulhart**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted Curriculum Committee guidelines as follows:**

**CHEM 1110, CHEM 1210, DVST 0100, DVST 0125, DVST 0146, DVST 0156, DVST 0256.**

**The Motion was CARRIED**

4.5 Admissions & Language Competency Committee Recommendations

There being no discussion.

**There was unanimous consent to short cycle a Motion to Approve the Admissions & Language Competency Committee Recommendations as presented.**

**MOVED by M. Tarko; SECONDED by T. Smith**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted Admissions & Language Competency Committee recommendations as follows:**

**1. Dental Assisting Certificate**

**The minimum age for admission to the program has changed to allow applicant to reach the age of 18 by the end of the first semester in the program.**

**The Motion was CARRIED**

5. NEW BUSINESS

5.1 Diploma in Advanced Opticianry, Contact Lenses, and Refraction Technologies Program Proposal

M. Tarko spoke about the amendments to the program proposal and explained that the current program was to be expanded on to include a 2nd year. He highlighted changes to the original program proposal document. He explained that the program would consist of 72 credits and a total of 16 courses and that the new on-line delivery system for 2<sup>nd</sup> year courses had a lot of support within the

professional community. He further explained that over 400 single licensed opticians had expressed interest in achieving a second license as there was a \$10,000 yearly increase in salary for opticians with two licenses.

R. Wylie asked who the potential audience was within British Columbia and could it function beyond the province? M. Tarko stated that this program could function beyond the province and this is the only program in Canada offered in distance format. He further stated there is certainly an appetite in the industry to see another program of this type offered.

S. Witter indicated that this program would be funded by a cost recovery mode if the College Board agreed that it met their definition of a continuing professional education program that should be eligible for a differential fee structure. She explained that the Board would have to approve the fee model as each program operating in a differential fee structure would always be approved separately. She explained that the intention is to keep the 1<sup>st</sup> year a base funded program but the 2<sup>nd</sup> year would be cost recovery. S. Witter explained the meaning of cost recovery at the request of the Chair. She explained that a cost recovery model looks at what our costs are at delivering our program and the fees are structured according to what it would cost to offer the program. Douglas College is maintaining the position of keeping our fees low to enable more individuals to afford it but when offering cost recovery programs like this one there is a possibility to put in a higher fee for the program.

J. Lindsay indicated that we had a different second year DOPT program but it was suspended because of a lack of demand. She further indicated that while there are some similarities between the old and new programs the changes in the new program should make demand for enrollment very high.

There was much discussion surrounding the program proposal amendments which expanded on the program's 1<sup>st</sup> and 2<sup>nd</sup> year courses, especially for inter-provincial or out of the lower mainland students. M. Tarko indicated that they haven't really looked at inter-provincial placements yet and although some institutions fly their people around the country, he indicated that part of the requirements are the students will come to the David Lam campus to do their lab work.

T. Viani stated that he didn't think there would be any extra fees related to practicums because of the way the course was being delivered with the lab and practicum taking place one week at the

end of the term. He further stated that currently we are relying on onsite supervisors as the student will do their practicum at their place of work. He explained that the students need to be opticians in the first place and they would be working and taking time out from their jobs to do this course.

The chair informed Council that while the Credentials Awarded at Douglas College Policy definition of a Diploma was unfriendly to applied programs because of their differing course credit structures, the current proposal did not meet the requirements of a diploma as it is currently defined in the Policy. She explained a diploma was defined as having a minimum of sixty credits and twenty courses. Further discussions indicated that some public and private institutions defined diploma much differently than Douglas College. L. Guppy asked if this diploma was normally a two-year program and why it was a 72 credited program. M. Tarko explained that the old DOPT program also included 72 credits and explained that it had run that way for 18 years. He explained that applied programs often have different credit structures than university transfer type courses.

T. Angus talked about the admission criteria and indicated that some modifications are to be made because of the new on-line environment and we need to spell out what the equivalents are so the students understand what category they fall into. She further explained that Associate Degrees are defined in the Credentials Policy as requiring 60 credits but the policy does not specify the number of required courses. She supported the notion that there is a lack of consistency in credential definitions in the current Credentials policy and indicated that various institutions have defined their credentials relating to Associate Degrees to clearly state the required number of credits and do not state a required number of courses. She further indicated that there is definitely a lack of consistency. The chair remarked that often policies get amended when people notice problems. She explained because small parts of policies get revised regularly the policies usually get changed in a somewhat piecemeal manner. She suggested there may now be a need to revise aspects of the Credentials Awarded at Douglas College Policy.

J. Lindsay pointed out that the current credential policy has some language which is not fitting for applied programs and suggested we will have to do a quick cleanup on the policy. She indicated she will bring forward a revision request quickly.

D. Hewitt asked if control sheets would be in the March Education Council documentation package and M. Tarko indicated that they

were almost completed and that they would be ready for the February Education Council meeting.

M. Brulhart indicated Student Development would be very pleased to see the total number of courses removed from the diploma definition because EASL and DVST students cannot get General Studies Diplomas when they take EASL or DVST courses that are one course but may be worth six credits

T. James requested that Education Council refer a review of the Credentials Awarded at Douglas College to the policy for review. The Chair then asked if there was any objection to asking the policy committee to review the language defining all of the credentials in the Credentials Awarded at Douglas College Policy. There was no objection and it was resolved that the matter was referred to the Policy Committee for review and recommendation to Education Council in February.

**ACTION: Please take this back to your constituencies for and approval at the February 16, 2009 Education Council meeting.**

5.2 Educational Excellence Committee 2009 Student Excellence Award Recommendations

This portion of the meeting was held in camera.

6. REPORTS

6.1 Report from the Chair

The Chair informed Council that discussion of the 2009/2010 budget has been delayed but to pay close attention to the budget newsletter as soon as it comes out.

The Chair informed Council members that the Policy Review Group has received some policies and will get working on reviewing departmental policies that effect students. She indicated that if she had no volunteers by noon Friday, January 23<sup>rd</sup>, 2009, she would appoint Robin Wylie to the Policy Review Group replacing Graeme Bowbrick. The Chair thanked Robin for stepping up to the job and expressed confidence that his experience in developing, writing and reviewing various types of policy would be very helpful to the Education Council Policy Review Group.

6.2 Report from the President

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Board enough time to complete reviews and expedite resolutions to problems. She explained that the Research Ethics Board was getting about three requests for review per month.

She further stated that the revised policy says that the Research Ethics Board report goes out to the College at the end of each year but since it is a free standing committee and no longer a subcommittee of Education Council, the policy does not require that the year-end report go to Education Council. The chair commented that it will be necessary to remove the Research Ethics Board as a standing committee of Education Council in short order.

- 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  
T. James indicated he will have something to report for the February 16, 2009 Education Council meeting. He also stated that D. Guedes is the student representative for this committee.
- 6.10 Report from the Academic Signature Committee  
E. McCausland stated that this committee is working on templates and doing lots of work behind the scenes and advised they will probably be getting results on some of their research fairly soon.
7. OTHER BUSINESS – For Information and Circulation
- 7.1 J. Lindsay announced they were pleased to be moving forward with the Memorandum of Understanding between Douglas College and Thompson Rivers University and indicated that the direction the College is going is working toward building more relationships with other institutions.
- G. Gramozis asked if there was any indication as to how many students were coming in to Douglas as result of these projects. J. Lindsay stated that it is difficult to identify exactly how many students are attracted to Douglas College because of these agreements. Primarily the agreements help Douglas College students to transfer to degree programs and/or universities. It is expected that more students will start at Douglas College if pathways to degrees and universities are clearly identified and supported by these types of agreements.
8. ADJOURNMENT



MOVED by M. Tarko, SECONDED by D. McCloy, the meeting adjourned at 5:25 pm.

Co-Chair \_\_\_\_\_ Secretary \_\_\_\_\_