

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD MONDAY, MARCH 17, 2003 AT 4:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Hudson Andrews
Marilyn Brulhart
Laura Byrne
Colin Campbell
Ray Chapman
Ted James
Joel Koette
Jan Lindsay
Kim Longmuir
Susan Meshwork (Vice Chair)
Elsie Neufeld
Michael Ouellet
Brenda Pickard (Secretary)
Penny Swanson (Chair)
Trevor Tombe
Carey Vivian
Wendy Wheeler
Des Wilson
Susan Witter (Ex-Officio)

Regrets:

Trish Angus (Non-Voting)
Steve Gadsby
Ann Kitching (Ex-Officio)
Arlene Patko
Graham Rodwell

Guests:

John McKendry
Brenda Walton (for T. Angus)

The Chair advised members that elections for Faculty and Students to serve on Education Council next year have concluded. She expressed appreciation to Elsie, Colin, Susan, Marilyn and Laura for staying on. She thanked those members who were leaving for their hard work. The Chair advised members that only two student seats have been filled and thanked Michael for staying on. She added that the Staff elections have not yet been

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 17, 2003 MEETING The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy review: *Withdrawals, Course and Status Changes*: The Chair advised members that this policy is undergoing its five year review.

The following discussion ensued:

- E. Neufeld expressed serious concern regarding the reduction in the number of times a student can withdraw from a course, including Developmental Studies (DVST) courses, from three to two times. This, she noted, may impose barriers for DVST students. She added that these courses are preparatory courses in nature. She added that the demographics of DVST students are different than the general College population.
- It was clarified that students have the right to meet with the Registrar or Associate Registrar to request a waiver. It was added that this was not an appeal process. E. Neufeld advised members that instructors feel that this still would create an unnecessary barrier for DVST students as they may be less inclined to use the “system” on inIgt5 TD0.0009 Tc-0.0009 Tw[•]-B3(ltducag4(clineexRegthid creva

4.6 Admission and Language Competency Committee Recommendations:

There was unanimous consent to short-cycle the Motion to approve the recommendations from the Admission and Language Competency Committee.

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

BE IT AND IT WAS RESOLVED:

THAT Education Council approve 1) the addition of a current Standard First Aid Certificate and CPR Level C as an admission criteria for the English as a Second Language/Home Support/ Resident Care program; and 2) the addition of a Math high school equivalent to the prerequisites for Chemistry 108 and 110 and Computing Science 110.

The Motion was CARRIED.

5. NEW BUSINESS

5.1 Motion from Humanities and Social Sciences regarding Study Break: Humanities and Social Sciences brought the following Motion forward: “Moved that: ‘Study Break’ be regularly and permanently scheduled for the Monday and Tuesday of Week 6 of the Winter Term, rather than the current practice of scheduling it to occur on the Thursday and Friday.”

It was noted that making this a permanent change will have implications for a number of programs, and that there are other alternatives to the one proposed.

ACTION In light of the feedback from Council, Colin will take the motion to the next meeting.

a n e S u c i e n s T a s k F o r c ' b e c f r o m a a n e a k

T. James advised members that there is concern about the number of students going on probation. He noted that currently, students may not be warned early enough regarding their GPA standing.

T. James noted the Task Force's recommendations:

- 1) The College should introduce a comprehensive, college-wide orientation process;
- 2) Establish an "Academic Alert" system to warn students early about low academic performance. He noted that a student would receive a letter from the College if their GPA was 2.0 or less. This, he added, would not be flagged on the students' academic record.
- 3) Students should receive ongoing information about their grades. Currently, students receive this information after mid-terms or end of semester grades. He noted that the introduction of "Campus Pipeline" software will permit assignment marks to be posted on-line and will compute GPA averages automatically.
- 4) The current probation system be amended to change the threshold and increase some conditions. He noted that students would be placed on probation if they attempt 9 credits in a term and the term GPA is 1.7 or below or if they attempt 9 credit and the overall GPA is 1.7 or lower. He noted that students who attempt a further minimum of 6 credits and whose GPA is below 1.7 would have to withdraw for a major semester. Upon returning, students would be restricted to a maximum of 9 credit and would need to achieve a GPA of 2.0 or higher.
- 5) That a minimum GPA requirement of 2.0 be put in place for graduation (unless a higher GPA standard is required by an individual program).
- 6) A study should be conducted by Institutional Research after a 2 year period to determine the effectiveness of the new probation criteria.

There was some discussion regarding the logistics of the Campus Pipeline software i.e., instead of sending a letter to the student regarding their status, an email would be sent to them.

In response to a question, T. James noted that after each test, the grade would be entered into the system and the GPA would be calculated automatically. It was noted that grades for courses are not completely based on exams. Students receive marks for attendance, project, participation etc.

It was noted that Mastery courses are not calculated.

6.1 Report from the Chair

The Chair noted that the Operating Fund Surplus policy was approved at the February Board meeting.

The Chair advised members that she had attended a conference on Adjudicative Tribunal Training which will help with the Appeal Tribunal and with updating the Student Appeals policy.

The Chair attended the workshop on SFU undergraduate curricula. She noted that it was interesting and well attended; however, it was her sense that the questions were not satisfactorily answered.

The Chair advised members that COEDCO met on March 8. One of the items discussed was applied degrees. She noted that Bill Parker, from the Ministry, reported on what they were doing. Mr. Parker mention six things that staff are working on at the moment: 1. Educational Planning - finding a standardized approach; 2. ITAC; 3. Aboriginal post secondary education framework; 4. Medical expansion at UBC; 5. Technical and trades training in the interior; and 6. Leadership/Economic Development Chairs.

The Chair advised members that the Curriculum Committee at the University College of the Cariboo, over the last 18 months, have approve 250 new courses and 1,000 changes. She added that the Curriculum Committee at Capilano College has 20 members.

The Chair noted that there has been some discussion, via email, from COEDCO about policies on Academic Freedom. She added this may be one of the things that the Ministry looks at when institutions are proposing Applied Degrees, and it may be something for the College to look at in the future.

6.2 Report from the President

The President reported that the College has now received its Budget letter. She noted that there were no “surprises”. On a related note, the President advised members that each institution received additional monies, on a one time only basis, for operating capital. She noted that the Board will be asked to approve using some of the money for Furniture, Fixtures and Equipment (FF&E).

The President advised members that construction of the 5th and 6th floor has gone out to tender.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Secretary

There was no report.

- 6.5 Report from the Standing Committee on Educational Policies
K. Longmuir advised members that the Committee will start to review the Program Approval Process - New and Revised Credit Programs policy.
- 6.6 Report from the Standing Committee on Planning and Priorities
There was no report.
- 6.7 Report from the Standing Committee on Admissions and Language Competency Standards
B. Walton advised members that the Committee was having difficulty attaining quorum and reminded members to forward their regrets to the Chair of the Committee.
- 6.8 Report from the Educational Excellence Committee
L. Byrne advised members that J. Koette and B. Walton have agreed to join the Committee.
- 6.9 Report from the Curriculum Committee
There was no report.