

1. **ROLL CALL**

Members Present:

Trish Angus (Non-Voting)
Kevin Barrington-Foote
Laura Byrne (Vice-Chair)
Colin Campbell
Diana Christie
Rosilyn Coulson
Debra Flewelling
Kuros Gadareh
Anna Jajic
Ted James
Ann Kitching (Ex-Officio)
Joel Koette
Susan Meshwork (Chair)
Elsie Neufeld
Arlene Patko
Brenda Pickard (Secretary)
Khai Rosli
Peter Tong
Susan Witter (Ex-Officio)

Regrets:

Marilyn Brulhart
Jan Lindsay
Graham Rodwell
Janice Spencer

Absent:

Heidi Taylor

Guests:

Janet Allwork
Joyce Cameron
Rita Chudnovsky
Christine Dewar
Blaine Jensen
Lin Langley
Lorna McCallum
Susan Smythe
Sarah Stephens
Don Valeri
Brenda Walton

2. APPROVAL OF THE AGENDA

The Chair asked members to add as item 3.1 - Approval of the January 17th, 2005 Minutes. In order to accommodate the guests, the Chair asked members to approve a fluid Agenda. The Agenda was approved as revised.

3. APPROVAL OF THE FEBRUARY 21ST, 2005 MINUTES

The Minutes were approved as presented.

3.1 APPROVAL OF THE JANUARY 17TH, 2005 MINUTES

The Minutes were Approved as presented (side table).

4. BUSINESS ARISING FROM THE MINUTES

- 4.1 Certificate in Performing and Fine Arts: The Chair introduced Lorna McCallum and Christine Dewar. The Chair then asked members for feedback from their constituency groups. There being no further feedback:

MOVED by K. Barrington-Foote; SECONDED by P. Tong,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve as a new credential the Certificate in Performing and Fine Arts, to be offered by Douglas College commencing September 2005.

The Motion was CARRIED.

- 4.2 Possible Extension of Semester and Possible Change to Final Exam Schedule:

The Chair advised members that the semester has been extended by two days and, the exam schedule has been changed and published.

- 4.3 Applied Degree Standards Committee: There was no report.

- 4.4 Curriculum Committee Recommendations: C. Campbell advised members that a few revisions to his emailed memo needed to be made: Page 2 under Commerce and Business - change MARK 4410 to MARK **4440**; page 3 in the table - change COSY 2346 to **CISY** 2346; page three **add MARK 3315 and MARK 4440** to the Commerce and Business Administration table.

There was unanimous consent to short-cycle the Curriculum Committee recommendations.

MOVED by C. Campbell; SECONDED by R. Coulson,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for STAC 1101; BEST 1100; BEST 1101; BEST 1102; BEST 1103; BEST 1104; BEST 1105; BEST 1106; BEST 1107; BEST 1108; BEST 1109; BEST 1110; ACCT 2310; ACCT 2320; ACCT 2410; ACCT 2420; CISY 2255; CISY 2346;

In response to a comment regarding the possibility of revising the schedule to that of BCIT, SFU, UBC and Capilano College i.e., ending classes on a Friday and commencing examinations on the following Monday, T. Angus advised members that the above mentioned institutions work with a 13 week semester as opposed to Douglas which has a 13.5 week semester.

The following discussion ensued:

- J. Koette commented that revising the schedule would be beneficial for students, especially those in major program areas.
- It was suggested that one possible solution might be to have one less day of instruction.
- Another suggestion was to shorten the length of time for instructors to submit grades.
- Another suggestion was to schedule exams on Saturdays. In response, the Registrar cautioned members that the collective agreement may contain language which would prohibit Faculty coming in on Saturdays if they do not usually teach on the weekend. (The Chair will follow up with the Faculty Association.)
- A further suggestion was to run the exam schedule one extra day.
- In response to the last point, the Registrar advised members that her office requires seven days for exams and two additional days to process results, post marks and, send transcripts to receiving institutions.
- It was noted that the Fall semester is the only time there is no day between classes and final exams.

ACTION: Please take these suggestions to your constituency groups for feedback at the April meeting.

- 5.6 Notice of Motion for the Vice President, Educational Services and SMT to Review the Refund Rules: The Chair referred to the memo in the package. She noted the Motion from the Developmental Education Department Education Committee: “That Education Council ask the VP of Educational Services and the Senior Management Team to review the current refund rules and develop a coherent policy which establishes how the fee refund rules are to be developed and implemented at the College”.

The following discussion ensued:

- It was clarified that this request is not an attempt to change the

- Students need to be aware that they are being charged a fee for adding/dropping classes and changing sections online.
- A student member advised Joyce that a petition is being circulated.
- It was cautioned that Douglas is currently marketing our institution as “friendly”; however, with the new fee penalties the perception may not be that the College is “all that friendly”.
- It was noted that students often have other responsibilities such as work and home life and it is not unreasonable to assume that they may have to adjust the times of their classes. This new rule is punitive and unfair to such students.
- It was noted that students are required to be registered in 3 classes prior to receiving a student loan. Some of these students register for whatever courses they can get in order to obtain their loan. After the fee payment deadline, students then try to register for classes they really need. They are now penalized for doing so.
- It was noted that the new refund rule is creating additional barriers for students. It was added that students have already endured several high increases in tuition.
- It was noted that this new rule could be a means to assist students

In response to a question, Susan Smythe advised members that continuing with the original two year cycle will mean that the College will lose a professional development day.

ACTION
Chair

After a brief discussion, Council agreed to forward a recommendation to SMT that a Douglas College PD Day be scheduled and supported in the 2005/06 academic year.

The Chair advised members that the second item related to the Theme and Focus of the proposed 2005/06 PD Day. She added that this item may not fall within Council's mandate and asked members for their advice.

Susan Smythe advised members that the DD Committee is eager to receive feedback regarding the theme and focus of the proposed Day as this will guide the new planning committee. Rita added that a great deal of effort went into the planning of the 2005 PD Day. She asked members if they would support a PD Day in 2006 with the same theme.

Many members responded very positively to keeping the same theme - Ethics and Education.

ACTION

Please take this item to your constituency groups. Further feedback should be forwarded to Douglas Development directly.

The third item dealt with a question as to whether Education Council is interested in designating one or two liaison members to the next PD Day Planning Committee.

There was some discussion as to whether the current Council should make a decision regarding this matter as most members will be replaced in the upcoming academic year.

Janet Allwork advised members the PD Day needs college-wide support and added that Education Council could help facilitate expanding the profile of the Day.

Blaine Jensen advised members that Education Council's role would assist with the flow of information and participation but Council would not have a part in the decision-making process.

Several members agreed that Education Council should liaise with Douglas

Development on the development of future PD Days.

5.8 *Student Appeals*

p.m. and asked members if they would be willing to attend to share their experiences.

The Chair reminded members that the May 16th meeting commences at 2:15 p.m.

6.2 Report from the President

The President advised members that cabinet approved the expansion of the David Lam Campus last week. She added a public announcement was scheduled for April 15th at the David Lam Campus.

6.3 Report from the Board Representative

There was no report

6.4 Report from the Secretary

The Secretary advised members that the deadline for document submission for the June meeting will be early. **Please Note: Documents for the June meeting need to be submitted to the Secretary no later than Tuesday, May 31st by 12 noon.**

6.5 Report from the Research Ethics Board

It was reported that the REB now has full membership and is now currently reviewing a number of proposals.

6.6 Report from the Standing Committee on Educational Policies

It was noted that the Program Approval policies will come to Council in April.

6.7 Report from the Standing Committee on Admissions and Language Competency Standards

There was no report.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

There was no report.

8. ADJOURNMENT: Moved by E. Neufeld, Seconded by A. Patko, the meeting adjourned at 6:05 p.m.

_____ Chair _____ Secretary