

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, MAY 17, 1999 AT 3:00 P.M. IN THE BOARD ROOM**

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1. ROLL CALL

**Members Present:**

Barbara Allen  
Trish Angus (Non-Voting)  
Al Atkinson  
Lawrence Becker  
Paul Biscop  
Georgina Ferguson  
Maria Iaquina  
Dawn McDonald  
John McKendry  
Beverley Miller  
Carole Nelson  
Susan Oesterle  
Brenda Pickard (Recorder)  
Julie Roper  
Jim Sator  
Debbie Smith  
Meg Stainsby (Chair)  
Stephanie Williams  
Susan Witter (Ex-Officio)

**Regrets:**

Darryl Flasch  
Kim Longmuir  
Sandra Hochstein

**Absent:**

Jack Shehadeh  
Joan Thomson

**Guests:**

Janet Allwork  
Ray Chapman  
Cristina Gecolea  
Christian Guillou  
Sarah Hossack  
Edward Inoue  
Ted James  
Bruce Landon  
Wilma Marshall  
Danean White  
Melanie Yip

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The Chair called the Meeting to Order at 3:00 p.m. and welcomed the many guests, including several incumbent Council members.

2. APPROVAL OF THE AGENDA: The Agenda was approved as presented.
3. APPROVAL OF THE MINUTES OF THE APRIL 19, 1999 MEETING: The Minutes were approved as circulated.





**MOVED** by B. Miller, **SECONDED** by D. Smith:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve policy E02.03.03 as amended, effective September 1, 1999.**

- b) E02.02.01 (1994) -- Using Standardized Tests at Douglas College  
E02.01.09 -- Assessment Testing  
E02.02.02 -- Bill of Student Rights Regarding Standardized Testing and Research at Douglas College  
E02.02.03 (1990) -- Guidelines for Research at Douglas College  
E02.03.03 (1998) -- Awarding of College Credentials  
E04.01.09 -- Student Exchanges  
E02.03.01 -- Assignment of Credit to College Courses and Programs

**MOVED** by B. Allen, **SECONDED** by B. Miller:

BE IT AND IT WAS RESOLVED:

**THAT Education Council withdraw the above policies.**

**The Motion was CARRIED.**

Policy E03.01.02 -- Testing and Research Review Committee will be **brought forward to the June 14 meeting.**

4.4 Review of Semester Length

**MOVED** by P. Biscop, **SECONDED** by S. Oesterle:

BE IT AND IT WAS RESOLVED:

**THAT Education Council strike an *ad hoc* task force to review semester length, and to make recommendations to Council on the most appropriate lengths for both teaching and exam periods.**

**The Motion was CARRIED.**

The Chair agreed to undertake to identify members of the task force, and to report back at the June 14 meeting of Council. S. Williams volunteered to serve as a student representative. The task force's first task will be to define its terms of reference for Council, and to suggest a time-frame for its work.

4.5 Curriculum Committee: Terms of Reference

J. Roper advised members that a few changes have been made to the terms of reference. It was suggested that the Curriculum Committee Chair communicate any concerns with Curriculum Guidelines to both the Chair of the FEC/DEC as well as the Dean.

**MOVED** by J. Roper, **SECONDED** by B. Allen:

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the terms of reference for the Curriculum Committee as amended.**

**The Motion was CARRIED.**

5. NEW BUSINESS5.1 Policy Revisions:a) E02.01.11 -- Admissions

Although the Admissions policy was approved at the February meeting, there were still several concerns regarding the language of the policy regarding general admissions requirements and what was meant by “special circumstances”. T. Angus expressed some concern with respect to numbers 1 and 2 under the heading *General Admissions Requirements*. Trish indicated that other school systems throughout the world and one province in Canada do not have the same standards when awarding a secondary graduation diploma. Melanie Yip noted that international students who have completed high school in another country do not generally view upgrading at a senior secondary school as appropriate. It was noted that OLA provides assessment services and awards for credentials from other jurisdictions.

J. McKendry alerted members that the College needs to avoid being exclusionary.

Members agreed that the phrase “or equivalent” should be added to sections 1 and 2. Other changes Janet had made were received as information.

- b) The Notice of Motion to approve the revised policy E02.01.07 -- Accessibility to College Programs, Courses and Services for Persons with Disabilities **will be brought forward to the June 14<sup>th</sup> meeting.**

M. Iaquina asked that a clarification be made, that “interpreting services” be identified as , for instance, sign language, not language translation.

**Please take this item back to your constituencies and forward feedback to J. Allwork (local 5295).**

- c) The Notice of Motion to withdraw policies E02.01.07 (1992) -- Accessibility to College Programs, Courses and Services for Persons with Disabilities and E02.05.04 -- Alternative Learning and Evaluation Procedures **will be brought forward to the June 14<sup>th</sup> meeting.**

5.2 Templates for Advising the College Board

Members reviewed two templates, one for “Advice to the College Board” and the other for “Response to Education Council, from the College Board”. The Chair explained that these suggested templates arose out of discussions of Council’s advisory role held at the Education Committee of the Board.

5.3 Master Education Plan

S. Witter is hopeful that the MEP will be approved by Education Council and the Board in September. **Please take this back to your areas for feedback.**

5.4 Revisions to Council By-laws

**MOVED** by J. Roper, **SECONDED** by M. Iaquina:

BE IT AND IT WAS RESOLVED:

**THAT Education Council Short-cycle the Notice of Motion.**

**The Motion was CARRIED.**

**MOVED** by P. Biscop, **SECONDED** by J. Roper:

Discussion of the “Rules and Procedures” led to a suggestion that “FECs” be amended to “FECs/DECs”, throughout, and that the Board liaison be identified as an Ex-Officio Council member, under “Membership”.

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the revised Rules and Procedures, as amended.**

**The Motion was CARRIED.**

6. REPORTS

6.1 Report from the Chair

The Chair advised members that the revised Board policy on “Planned Change” was accepted at the Board last month, with appreciation for Council’s input expressed. Special thanks went to Penny Parry of the Board, and Terry McCann of the Policy committee for their work on that important document.

The task force working to devise an approval process for Continuing Education Certificate Programs has completed a draft and is ready to recommend it to Education Council at its June meeting.

Voting for the remaining faculty seat to Council, the “at-large” seat, will close Wednesday, May 19.

The orientation for Council members will be at **1:30 p.m.** Wednesday, May 19<sup>th</sup>, 1999 in the Boardroom. The orientation binders are ready for pick up. Please bring your binders to the orientation. The Chair thanked Kim Longmuir and Stephanie Williams for their hard work in preparing the binders.

The Council Appreciation Social is Wednesday -- 4:30 in the Douglas Room. The Chair noted that there will be door prizes and encouraged all to come.

The next Council meeting is **June 14 at 3:00 p.m. -- Boardroom.**

**Returning and new members will meet at 2:30 p.m. to elect their 1999-2000 executive.**

**Regular members please meet at 2:45 p.m. for group photo.**

The Chair advised members that she will be away at the ACCC conference then on holiday, from May 28 to June 7. The agenda for the June meeting will be drafted a week earlier; **if Council members have agenda items to add after May 28, please take them directly to Brenda.**

6.2 Report from the President

The President informed members that the Master Education Plan has been brought forward to Council for feedback and expects that it will go to the Board for approval this Fall.

The College Wide Budget Forum was held earlier in May and the President indicated that she was pleased with the number of participants. She added that the budget process is in the final stages and hoped it would go to the Board next month for approval.

- 6.3 Report From the Standing Committee on Education Policies  
The Annual Report of Activities, 1998-99 and Policy Review Overview as of May 6, 1999 were included in the package. Council discussed the memo (from J. Cockburn) asking for direction to work on a “Policy on Educational Policy Revision”.

**MOVED** by B. Miller, **SECONDED** by J. McKendry,



6.8 Report from the Curriculum Committee

J. Roper indicated that the Curriculum Guidelines and Course Control Sheet reflect the changes to the Standards and Procedures for the Development and Approval of New and Revised College Curricula policy (E02.03.08). She asked that members take the new templates back to their areas for comments and feedback. **The Notice of Motion to approve these documents will be brought forward to the June 14<sup>th</sup> meeting.**

6.9 Report from the Education Technology Forum

B. Allen distributed a memo regarding ETF: Innovative Project Proposal. She noted that the deadline for proposals is June 4<sup>th</sup> 1999.

7. NEW BUSINESS -- FOR INFORMATION AND CIRCULATION

7.1 Royal Roads University and Douglas College -- Memorandum of Understanding for Environmental Science degree program.

7.2 "Soaring Moles and Burrowing Eagles", Learning Abstracts

7.3 Retirement Policy / Service Recognition (Approved by the Board)

7.4 LIC Grant Proposals

8. ADJOURNMENT The meeting adjourned at 5:05 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Recording Secretary