

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, MAY, 15, 2000 AT 2:15 P.M. IN THE BOARD ROOM
NEW WESTMINSTER CAMPUS**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)

Janet Allwork (Chair)

Regrets:

Dawn McDonald

Dave Seaweed

- ◆ add the semester and year to the template
- ◆ remove the assignment “due date”
- ◆ make the template available on the website for downloading (formatted in both Word and WordPerfect)
- ◆ add an up-link to the Instructor’s Course Outline section of the Curriculum Development and Approval policy.

A revised template and discussion on how to introduce it to the College community will come forward to the June meeting.

- 4.2 Educational Excellence Committee Terms of Reference: The Chair noted that the suggested revisions from the last Council meeting have been incorporated (underlined) in the draft contained in this month’s package. These changes included the removal of rank ordering and an addition to the membership category.

In response to a question, Fran Johnson stated that a clarification will be made so that student membership will read “one to two students,” deleting “members of the Student Society”.

MOVED by C. Guillou, SECONDED by M. TJET14gyur2.12 108ociety’

In response to a question, T. Angus noted that scheduling exams in the same time blocks as the class would become problematic if the student had back to back classes. She added that a three hour exam could not be administered within a two hour time block. Also noted was the impossibility for instructors to administer common exams in this type of schedule.

Trish shared some preliminary ideas of steps that might be taken in the short term to alleviate some of the strain on the exam period:

- ◆ Request a change to College policy that prohibits evaluations worth more than 10% in the last two weeks of classes. Instructors wishing to hold exams in the last two weeks could then do so. Instructors requiring a 3 hour exam or a common exam could be accommodated in exam week.
- ◆ Request a change to the Collective Agreement to permit scheduling exams on Saturdays.
- ◆ In open enrollment areas, end classes in the middle of the 14th week to permit a two day study break before the commencement of exams on Saturday. (It was suggested that this may cause confusion amongst students as to when the semester ends for them.)

The Chair asked Trish to put these possibilities in writing for Council's consideration. Trish will also investigate how other colleges with a 14 week term address the exam schedule problem and will bring any results to the June meeting.

The Chair thanked Kevin Barrington-Foote, Ray Chapman and David Samuel for their work on the Task Force.

- 4.4 Budget 2000 - 2001: In referring to the Budget Newsletter, the President indicated that it was a "good news" budget in that the College received more FTEs from the Ministry than expected. She noted that this was the first attempt to allocate the dollars and asked members to bring their comments/ feedback to her, the Chair of Education Council, Peter Greenwood and/ or the Budget Forum on Wednesday, May 24th at 4:00 p.m.

The President reported that she has received useful feedback from the Faculty Association.

ACTION Please forward feedback/ comments as requested above.

- 4.5 Program Profile Planning 2001 -2002

Program Profile consultation process has begun earlier to allow for more discussion with the College community. She referred to the priorities on page two and noted that these are in line with the Master Education Plan.

ACTION Please take this draft to your constituents for feedback at the June meeting.

- 4.6 Curriculum Committee Recommendations: R. Chapman indicated that the changes were straight forward and consistent with educational policies.

MOVED by B. Allen, SECONDED by M. Wilson,

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the motion to approve the submitted new and revised curriculum guidelines.

The Motion was CARRIED.

MOVED by K. Longmuir, SECONDED by T. James,

BE IT AND IT WAS RESOLVED:

THAT Education Council approve the submitted curriculum guidelines for ASLS 175, ASLS 275, ASLS 375, ASLS 475, CHEM 110, HISP 576, DOPT 500, DOPT 510 and DOPT 512.

The Motion was CARRIED.Task Group priorities: Open Enrollment, Ch2(5, ASRo8EE)d5, ASLSf. fesb04

funding. She explained that Council's role is, according to the Program Approval policy, to confirm that the proposed program is consistent with the current strategic directions of the College and to offer any suggestions that would strengthen its presentation. She added that Appendix A of the policy outlines the general areas FECs and Education Council are to address for all Letters of Intent.

B. Miller advised members that, of the 19 students who have completed the CE program, 17 have already obtained employment.

ACTION **Specific feedback/ concerns should be forwarded to Bev Miller directly prior to the next meeting. Council will vote on this item in June.**

5.2 Letter of Intent: American Sign Language Instructor Citation

BE IT AND IT WAS RESOLVED:

THAT Education Council short-cycle the referral of this item to the Policy Committee.

The Motion was CARRIED.

MOVED by M. Wilson, SECONDED by R. Chapman,

BE IT AND IT WAS RESOLVED:

THAT Education Council refer development of an educational equity policy to the Policy Committee.

The Motion was CARRIED.

5.5 Policy Amendment - Prior Learning Assessment and Recognition policy: The

The Motion was CARRIED.

6. REPORTS

The Committee is in the process of establishing a sub-committee to begin work on a policy addressing terms of affiliation with other post-secondary bodies.

The new Director of Learning Resources will start her position at the beginning of October so work on a policy concerning Library and Resource Centres will not begin until the New Year.

6.5 Report from the Standing Committee on Planning and Priorities

There was no report.

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

There was no report.

6.7 Report from the Residency Credit Exemption Committee

T. Angus advised members that a report containing final recommendations will be presented at Council's June meeting.

6.8 Report from the Educational Excellence Committee

There was no report.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research and Standardized Testing Committee

T. James reported that the Committee is in the process of drafting its Terms of Reference.

6.11 Report from the Education Technology Forum

A meeting was held on May 5th including Susan Greathouse, Karen Maynes and several Education Council members in which Council feedback was sought regarding this year's budget allocations for education technology. There was general satisfaction that Council's concerns had been heard and responded to appropriately.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS

7.1 Transferring Credits to SFU

7.2 Educational changes over the last thirty years

7.3 Internationalization, Learning Quarterly Vol. 4, Issue 1, Spring 2000

7.4 BCCAT Special Report: "Transfer: Some Solutions"

8. ADJOURNMENT Moved by B. Allen, Seconded by K. Longmuir, the meeting adjourned at 4:00 p.m.

_____ Chair

_____ Secretary