

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD ON MONDAY, OCTOBER 18, 1999 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

---

1. ROLL CALL

**Members Present:**

Barbara Allen (Vice Chair)  
Janet Allwork (Chair)  
Trish Angus (Non-Voting)  
Michael Blefare  
Ray Chapman  
Christina Gecolea  
Christian Guillou  
Sara Hossack  
Edward Inoue  
Rashida Ismail (Secretary)  
Anna Jajic  
Kim Longmuir  
Wilma Marshall  
Dawn McDonald  
Beverley Miller  
Carole Nelson (Ex-Officio)  
Elliot Fox Povey

David Samuel  
Des Wilson  
Michael Wilson  
Susan Witter (Ex-Officio)

**Regrets:**

T. Farrell  
T. James

**Guests:**

Brad Barber  
David Burgess  
Bob Cowin  
John Fleming  
Joy Holmwood  
Fran Johnson  
Susan Smythe  
Meg Stainsby  
Geraldine Murphy Street

---

The Chair opened the meeting at 4:15. p.m.

2. APPROVAL OF THE AGENDA: The Chair clarified that item 4.5 was for feedback, not Motion for Approval. The Agenda was approved as amended.
3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 20, 1999 MEETING: On page 4, item 5.2. Re: Testing and Research Committee, the Chair clarified that Wilma Marshall is not a member of the Testing and Research Committee; however, she has been invited as Council representative to participate in the drafting of the terms of reference. Michael Wilson wished it to be added to the minutes that as part of her report, the President had noted that no new programs were included in this year's program profile submission and reinforced concerns already expressed that the early submission date of program profile had rendered consultation difficult. The minutes were approved as amended.
4. BUSINESS ARISING
- 4.1 Unit Review: Pursuant to the discussion held at the last meeting, Bob Cowin further clarified that College-wide generic criteria will be developed for unit

reviews; however, if a department or a unit is experiencing problems, customized criteria will be developed and in-depth reviews will also occur in the spirit of alleviating the problems. Council was assured that its input will be solicited in the

Ministry guidelines on tuition fees do not apply to CE course offerings, and the corresponding impact on student accessibility; industry-controlled programs with associated fee payments for employees.

Given that the College is in the process of putting in policy format the approval process for CE programs and courses, the Chair encouraged **members to provide questions/concerns to Joy Holmwood as soon as possible. The Draft**

A question was raised concerning secondment of individuals with specific

faculty and students to participate in this event. **There was general consensus to endorse the proposed Douglas College Open House - Special Activities Day on November 3, 2000.**

At this point Wilma Marshall joined the meeting.

- 4.6. Pan-Canadian Protocol Agreement: At the last meeting, Council received a Notice of Motion for approval of the Pan-Canadian Protocol Agreement developed by the Association of Canadian Community Colleges concerning maximizing the recognition and transfer of learning acquired through formal education, workplace training and work and life experience.

**MOVED by Barbara Allen, SECONDED by Bev Miller,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council endorse the Pan-Canadian Protocol Agreement developed by ACCC dated April 26, 1999 as presented.**

**The Motion was CARRIED.**

- 4.7. Semester -Length Review Task Force: For information, Council received copies of the minutes of the two meetings of the Task Force on Semester Length held on September 2 and 22, 1999. David Samuel, a member of the Task Force, stated that a proposed draft questionnaire has been completed which will be sent out, in the near future, to the College community for feedback. **It was suggested that the question of the duration of semester(s) be discussed at meetings of the Labour Management Resource Committee (LMRC), Douglas College Faculty Association (DCFA) and BC Government Employees Union (BCGEU) in case there were ramifications for Collective Agreements. David was also informed that Patty Lewis in Student Development might express some concerns.**
5. NEW BUSINESS
- 5.1. Letter of Intent: Youth Justice Worker: At the request of the Chair, John Fleming and David Burgess reviewed the Concept Statement and the Letter of Intent for the proposed Youth Justice Worker Program as submitted. The program is intended for implementation in the Fall Semester 2001 with an intake of 30 students every two years, depending on the demand and employability of graduates. It was asked that a Mental Health component be considered once the LOI is supported and approved. The President was pleased to receive the LOI and advised that it will be sent to the Ministry for labour market analysis and viability. Members were also informed that the proposal has been supported by both FECS - - Child, Family and Community Studies and Humanities and Social

Sciences. It was also noted that the program was identified in the Master Education Plan.

The following Notice of Motion was presented:

That Education Council approve the Letter of Intent for the Youth Justice Worker Program for implementation in September, 2001 as presented.

**The Chair requested that members refer the LOI to their constituent groups for feedback, and contact John (5309) and David (5125) should they have questions or concerns. The Notice of Motion for approval of the proposed program will be brought forward at the November meeting.**

The Chair circulated Appendix A of the Letter of Intent for the New Program Approval Process and Appendix B for the New Program Review (Non-Degree) 1997 Format for Full Program Proposal. The Chair explained that Appendix A contains the criteria which Education Council is to consider in evaluating Letters of Intent. These policy documents will be included in the Webpage.

- 5.2. Curriculum Committee Recommendations: The Chair referred to the memorandum from the Curriculum Committee dated October 5, 1999 requesting approval of curriculum guidelines for CISY 540. She also explained the committee's role in reviewing and recommending curriculum guidelines to Council for approval at its regular meetings. For this reason, motions to approve curricular changes will be regularly short-cycled, unless a member requests the standard two-month cycle for an individual item.

**MOVED by Barbara Allen, SECONDED by Dawn McDonald,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council short-cycle the motion to approve this month's Curriculum Committee recommendations.**

**The Motion was CARRIED.**

**MOVED by Barbara Allen, SECONDED by Michael Wilson,**

**BE IT AND IT WAS RESOLVED:**

**THAT Education Council approve the curriculum guidelines for CISY 540 as submitted.**

- 5.3. General Studies Diploma: At the request of the Chair, Meg Stainsby reviewed her memorandum dated September 29, 1999 concerning General Studies Diploma Revisions and for the benefit of the new members gave a summary of the status of the GSD and its background. She stressed that the credential currently offered remains ill-defined and demands revision. Therefore, the following Notice of Motion was presented:

THAT the General Studies Diploma be awarded to students who, having followed a personal education plan developed in consultation with an academic advisor, successfully complete a **minimum** of 60 credits in a **minimum** of 20 courses, in accordance with the following requirements:





at SFU Harbour Centre, sponsored by the Standing Committee on Evaluation and Accountability (SCOEA). No volunteers were forthcoming.

- 5.7. Task Group on Open Enrolment Admissions - - Education Council Faculty Representation: The Chair advised that the membership lists a number of faculty positions of which Council has been told one may be designated as a member of Education Council. Michael Wilson agreed to represent Council on the Task Group on Open Enrolment Admissions.
- 5.8. 2000-2001 Academic Calendar: The Chair asked members to bring the Academic Calendar for the year 2000-2001 to the attention of their respective constituent groups for **feedback and discussion at the November meeting**.

6. REPORTS:

6.1. Report from the Chair:

The Chair attended the CoEdCo meeting on October 2, 1999. CoEdCo will now meet twice a year instead of three times, the next meeting being in June. Early submission of the Program Profile data to the Ministry affected other institutions as well. Bill Parker, the Ministry representative to CoEdCo explained the advantages of an early submission to Treasury Board. CoEdCo will send a letter to the Ministry outlining its concerns and encouraging recognition of the time lines necessary to ensure the consultation required by the Act. Other items discussed were KPI's, procedures for handling Letters of Intent, the approval process for CE Programs, Research Ethics policies.

The Standing Committees are in the process of firming up their membership. The Chair will send out a membership list as soon as it is complete.

The by-election for the staff position on Council is underway.

The Decen the pltimeea

6.3. Report from the Board Representative :

Carole Nelson explained briefly the nature of responsibilities between the Board and Council. She is Chair of the Education Committee of the Board and acts as

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary