

**DOUGLAS COLLEGE
MINUTES OF A MEETING OF EDUCATION COUNCIL
HELD ON MONDAY, SEPTEMBER 20, 1999 AT 4:15 P.M. IN THE BOARD ROOM**

1. ROLL CALL

Members Present:

Barbara Allen (Vice Chair)
Janet Allwork (Chair)
Trish Angus (Non-Voting)
Michael Belfare
Ray Chapman
Terry Farrell
Cristina Gecolea
Christian Guillou
Sarah Hossack
Edward Inoue
Anna Jajic
Ted James
Kim Longmuir
Wilma Marshall
Dawn McDonald
Brenda Pickard (Secretary)
Elliot Fox Povey
David Samuel
Des Wilson
Michael Wilson
Susan Witter (Ex-Officio)

Regrets:

Beverley Miller
Carole Nelson

Guests:

Brad Barber
Bob Cowin
Fran Johnson
John McKendry

The Chair welcomed new and returning members; she then called the meeting to order at 4:18 p.m.

2. APPROVAL OF THE AGENDA: The Chair advised members that Item 5.1 Open House Special Activities Day has been changed from a Notice of Motion to a Request for Feedback. The Agenda was approved as amended.

3. APPROVAL OF THE MINUTES OF THE JUNE 14, 1999 MEETING

The minutes were approved as presented.

4. BUSINESS ARISING

4.1 Ratification of Chair and Election of Vice-Chair

The Chair informed members of the need to ratify the election result from June's vote for the position of Chair as members were not in office at the time of the election.

MOVED by M. Wilson, **SECONDED** by D. McDonald:

BE IT AND IT WAS RESOLVED:

THAT Education Council ratify the election results for the position of Chair for the term of 1999/00.

The Motion was CARRIED.

At this point in the meeting, the Chair notified members that Wilma Marshall resigned as Vice-Chair. Wilma commented that increasing responsibilities within her Department, particularly after Winter 2000 when she becomes convenor, prevent her from committing to the role of Vice-Chair for Education Council.

The Chair requested nominations for Vice-Chair. Dawn McDonald nominated Barbara Allen. Barbara allowed her name to stand. The Chair called for further nominations from the floor. There being no further nominations, nominations for the Vice-Chair were closed. **Barbara Allen was elected Vice-Chair by acclamation.**

4.2 Unit Review

As this item is a Notice of Motion and minimal consultation occurred during the summer months, it was agreed that members would take the documents back to their constituencies for further discussion/feedback. B. Cowin is available to answer questions.

- 4.3 Draft Approval Process for CE Certificate Programs
This item was placed on the Agenda to remind members to continue to solicit feedback from their constituencies. The Chair announced that Geraldine Street and Joy Holmwood will attend the next meeting, present Council members with a brief overview of CE activities and address questions at that time.

- 4.4 Master Education Plan
B. Cowin has received only minor suggestions for changes to the MEP document from the College community. Due to the significance of the document, it was agreed that members take it back to their constituencies for further discussion. **This item will be brought forward to the October meeting for Approval.**

MOVED by M. Wilson, **SECONDED** by D. McDonald:

BE IT AND IT WAS RESOLVED:

THAT Education Council delay the Motion for Approval until the October 18th, 1999 meeting.

The Motion was CARRIED.

- 4.5 Educational Excellence Committee Recommendations
Members complimented the Committee for attention to detail and the work that has gone into the six recommendations. Fran Johnson noted that if the framework is adopted, it would be for an initial period of two years. It was clarified that the Committee would assume the role of receiving and processing nominations. Members were asked to take this to their areas for comments/feedback. Any specific feedback can be sent directly to Fran Johnson via voicemail (5062) or e-mail.
- 4.6 Semester Length Review Task Force
R. Chapman advised members that the Task Force is in an organizational stage. The Task Force will meet September 22 to assemble a number of options to put forward to the College community for feedback. It was noted that changes to the semester length could not occur before September, 2001.

5. NEW BUSINESS

5.1 Open House Special Activities Day

Brad Barber reported that the 30th Anniversary Steering Committee have met and are looking for ideas/feedback from the College community regarding the Open House (New West Campus) November 3-4, 2000.

Brad clarified that each unit will pay for its own display; however, monies have been available in the past to help with costs. Members offered the following suggestions: linking the Excellence Awards and the Open House together; displaying science students' posters; ensuring that Learning Resources could accommodate potential student needs on that day; and keeping accessibility issues in mind.

5.2 Assignment of Committee Responsibilities

The Chair called for volunteers for the following committees:

Educational Policies Committee

Anna Jajic volunteered.

Planning and Priorities Committee

Sarah Hossack, Michael Wilson and Terry Farrell volunteered.

Residency Credit Exemption Committee

This Committee will continue with its current membership (short one member) until it reports out next year. Trish Angus agreed to be the Education Council liaison.

Curriculum Committee

Ray Chapman volunteered.

Educational Excellence Committee

Cristina Gecolea, Edward Inoue and Christian Guillou volunteered.

Anna Jajic, Ted James, Wilma Marshall and Bruce Landon are the members of the **Testing and Research Committee**.

Barbara Allen in conjunction with Wilma Marshall will report from the **Education Technology Forum**.

5.3 Program Profile Submission

S. Witter reported that the Board approved the Program Profile submission

document. She added that because of the Ministry moving up its deadline, the submission did not go through the appropriate process i.e., Council approving the document and then recommending it to the Board for approval. J. Allwork noted that this issue will be on the next agenda of COEDCO.

5.4 Pan-Canadian Protocol Agreement

S. Witter advised members that this Protocol Agreement was signed off by a number of institutions outside of B.C. in June. She noted that British Columbia colleges, university colleges and institutions have asked that this document be brought forward to their Education Councils. S. Witter explained that this agreement is the first step to facilitating the transfer of courses or programs throughout Canada, thus increasing student accessibility and mobility.

6. REPORTS

6.1 Report from the Chair

The Chair welcomed members and thanked them for serving on Council.

The Chair reminded members of Council By-laws regarding meeting attendance. Regrets are to be sent to the Chair or Secretary prior to the meeting.

The Chair clarified that because members are elected or appointed to Council, Council business cannot be delegated to substitutes. Substitutes may attend meetings to provide information but cannot vote.

The Chair explained members' primary responsibility to report appropriately to their constituencies through DEC, FEC and other meetings. The Chair cautioned members when voting on issues at Council meetings to keep the best interests of the institution in mind after taking into account the full breadth of discussions.

The Chair explained that sub committees do not have the authority to make decisions on behalf of Council. Each standing committee has on it at least one Council member who acts as the liaison between their committee and Council. Committees are invited to present reports to Council each month, either verbally or in the form of minutes. The Chair reminded members of the deadline for document submission to the Secretary. (Please refer to the Douglas College Education Council Regular Meeting Schedule for deadline dates.)

The Chair clarified that information items which relate specifically to College business are usually included in each month's package. She noted that other items of general interest will be circulated using distribution lists. The Chair

encouraged members to copy and distribute widely information items to their constituencies if needed.

The Chair informed members that she will be attending the COEDCO meeting on October 2nd.

The Chair advised members that there is a staff vacancy on Council. T. Angus is in the process of organizing a by-election.

The Chair reminded members of the Thomas Haney welcoming barbecue on September 21st from 4:00 p.m. - 7:00 p.m. and encouraged all who could to attend.

6.2 Report from the President

S. Witter reported that she attended the Board meeting on September 16 and that two new Board appointments were made. As well, the incoming Executive was elected. Harbinder Kainth Jassal is the new Board Chair and Trudy Montgomery is Board Vice Chair.

The President noted that the Board is working hard to promote the awareness that Douglas College is the only post secondary institution in British Columbia that has a campus closed during the summer semester. Board members have attended municipal Council meetings campaigning for at least 250 FTEs to open the David Lam campus in the summer.

6.3 Report from the Board Representative

There was no report.

6.4 Report from the Standing Committee on Educational Policies

The committee is in the process of revising the Academic Honesty Policy. The committee is considering removing the numbering system in identifying policies. The committee is also in the process of debating the pros and cons of maintaining policy binders in each fieldbase. It was noted that revised policies can be accessed on the web.

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

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.
 - 6.10 Report from the Research and Standardized Testing Committee
There was no report.
 - 6.11 Report from the Education Technology Forum
B. Allen indicated that the web is being updated. She also advised members that the listserv is now up and running.
7. NEW BUSINESS - For Information and Circulation
- 7.1 Letter to Andrew Petter regarding David Lam summer opening.
 - 7.2 DSU - Welcoming BBQ
 - 7.3 "An Overview of Partnerships at Douglas College"
 - 7.4 Agreement between Douglas College and Chugoku Junior College
 - 7.5 Five Year Capital Plan (2000-2005)
 - 7.6 Skills for Employment Program
 - 7.7 "Renewing/Reinventing the Advanced Education Council of BC"
 - 7.8 Provincial Results from Former Student Follow-Up Survey
("Student Outcomes" project conducted by Outcomes Working Group)
 - 7.9 Summary Results from Student Survey on Equity Matters
8. ADJOURNMENT
- The meeting adjourned at 5:35 p.m.

_____ Chair _____ Secretary