

**DOUGLAS COLLEGE  
MINUTES OF A MEETING OF EDUCATION COUNCIL  
HELD MONDAY, SEPTEMBER 23, 2002 AT 4:15 P.M. IN THE BOARD ROOM  
NEW WESTMINSTER CAMPUS**

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**1. ROLL CALL**

**Members Present:**

Hudson Andrews  
Trish Angus (Non-Voting)  
Laura Byrne  
Ray Chapman  
Ted James  
Ann Kitching (Ex-Officio)  
Joel Lindsay Koette  
Jan Lindsay  
Kim Longmuir  
Wilma Marshall  
Susan Meshwork (Vice Chair)  
Elsie Neufeld  
Michael Ouellet  
Arlene Patko  
Brenda Pickard (Secretary)  
Graham Rodwell  
Penny Swanson (Chair)  
Trevor Tombe  
Shaun Tyakoff  
Susan Witter

**Regrets:**

Carey Vivian  
Wendy Wheeler  
Des Wilson

**Absent:**

Melissa teBoekhorst

**Guests:**

Marilyn Brulhart  
John McKendry  
Kate Sangha (for Carey Vivian)  
Robin Wylie

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The Chair introduced Joel Koette as one of the new Student Representatives.

2. APPROVAL OF THE AGENDA The Chair added 4. (a) Ratification of Chair and Vice Chair. The Agenda was approved as revised.
3. APPROVAL OF THE MINUTES OF THE JUNE 17, 2002 MEETING The Minutes were approved as circulated.

4. BUSINESS ARISING FROM THE MINUTES

4. (a) Ratification of Chair and Vice Chair: P. Swanson advised members of the need to ratify the election results from June's vote for the positions of Chair and Vice Chair as members were not in office at the time of the election.

**MOVED by T. James, SECONDED by R. Chapman,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the election results for the position of Chair (Penny Swanson) for the term of 2002/2003.**

**The Motion was CARRIED.**

**MOVED by T. James, SECONDED by E. Neufeld,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council ratify the election results for the position of Vice-Chair (Susan Meshwork) for the term of 2002/2003.**

**The Motion was CARRIED.**

- 4.1 2002 - 2003 Budget - update

concern regarding the process that was followed regarding the Habitat Restoration program closure, it was suggested that the Policy on Planned Change be looked at. She noted that Al Atkinson had taken on this task and had drafted some changes which both she and Janet Allwork reviewed and commented on. She added that a recommendation will come before Council shortly.

Ensuing discussion focused on the role of Council to advise the Board regarding specific changes to the policy.



approve the withdrawal of five curriculum guidelines as the curriculum is embedded in new or other offerings.

P. Swanson advised members that the Interim Curriculum Committee met September 16<sup>th</sup> in order to meet the College calendar deadline. She noted that the Department of Psychiatric Nursing submitted three curriculum guidelines. Two were new distance courses, PNUR 721 and PNUR 723 and PNUR 700 was submitted with changes to include on-line delivery.

P. Swanson advised members that S. Tyakoff was resigning from Council. Penny thanked Shaun for her work on Council and the Curriculum Committee.

**There was unanimous consent to short-cycle the Motion to approve the submitted curriculum guidelines.**

**MOVED by A. Patko, SECONDED by T. Tombe,**

BE IT AND IT WAS RESOLVED:

**THAT Education Council approve the submitted curriculum guidelines for MODL 092, MODL 180, MODL 185, ACCT 115, MARK 295, PNUR 721, PNUR 723 and PNUR 700.**

**The Motion was CARRIED**

- 4.7 Admission and Language Competency Committee Recommendations: T. Angus advised members that the Committee will be bringing two items forward to the October meeting.

5. NEW BUSINESS

- 5.1 Interim Strategic Plan: The President advised members that this information has gone out to the College community via her last two President's Reports as a means to keep staff and faculty advised and to solicit feedback. She noted that the Senior Management Team (SMT) would be looking at developing between six to eight strategic directions to identify College priorities, keeping in mind the changing external environment.

J. Lindsay alerted members that some of the changes from the government may not directly impact the College at this time; however, she added that changes are affecting the market place and the College needs to be aware that a shift in

programs may need to coincide with any shifts within the government.

E. Neufeld advised members that, due to the changes in the government's social safety net, lower level Developmental Studies courses are experiencing low enrollment. She added that she was concerned that these important courses may be cut in future as a direct result of low enrollments.

R. Chapman expressed appreciation to the President for providing this type of information and the opportunity for feedback.

**ACTION**     **Please remind your constituents that the College Wide Forum is scheduled for October 23<sup>rd</sup>, between 4:00 - 6:00 p.m. in the Board Room (NWC).**

5.2     Committee appointments: The Chair advised members that the following positions need to be filled:

- Faculty member to Chair the Curriculum Committee;
- Faculty member on the Educational Excellence Committee;
- Student member for the Standing Committees on Educational Policies; Educational Excellence Committee and, Planning and Priorities.

The Chair asked members to consider putting their names forward for one of the positions.

5.3     Applied Degree programs:

- a)     Standards: The Chair advised members that it had been suggested that Council look at standards for Applied Degree programs i.e., what makes a Douglas College degree unique, or what characterizes it? She noted that there is a provincial committee working on this, but suggested a small group from Council may also wish to consider the implications.

would be available to make a presentation at Council's October meeting. He added that the same internal review process for degree programs will be followed i.e., approval through FECs/DECs, Education Council and the Board.

- b) The Chair suggested that the Standing Committee on Education Policies look at what current policies may need revisions in future.

- 5.4 Student Success Task Force: The Chair advised members that S. Meshwork and W. Wheeler (Faculty), A. Patko (Staff) and Trevor Tombe (Student) have agreed to join the Task Force.

T. James advised members that the government is widening its definition of accountability and that future college funding may be linked to student success such as course completion, program graduation and transfer rates. He noted that the responsibility of the Task Force would be to look at enrollments and FTEs and track students from registration through to graduation. He added that the Task Force would also examine any policies which govern entrance criteria. Ted added that he was hopeful the Task Force would have a final report by April 30, 2003.

- 5.5 VPAC Standing Committees:

- a) Standing Committee on Academic Affairs: The Chair referred to the Terms of Reference for the Committee and advised members that this Committee has recently been struck to "provide a focus for research and analysis on on-going academic operations and an environment for dialogue about the future strategic direction of academic endeavors in the College". She added that, as a result of this Committee's deliberations, issues may come back to Education Council. She noted that, in future, perhaps a

The Chair reported that she and Janet Allwork attended SMT meetings and the August Board meeting.

The Chair advised members that the CoEdCo meeting is scheduled for November 1<sup>st</sup> and 2<sup>nd</sup> and will be held at Douglas College. She noted a major item on the Agenda will be possible changes to the College and Institute Act. She noted if members had any input, she would be happy to pass it on to CoEdCo.

6.2 Report from the President

The President advised members that the College will be receiving funding from the Ministry to add a 5<sup>th</sup> and 6<sup>th</sup> floor to the North building. She noted that a new Teaching and Learning Technology Centre will occupy the new space. She is hopeful that construction will commence during the summer of 2003.

The President advised members that she will be meeting with the BC College Presidents (BCCP) on September 27<sup>th</sup> to discuss a number of system-wide issues such as applied degrees, Ministry Accountability Framework, mandate and role of BC colleges, trades training, and legislative changes affecting BC colleges.



There was no report.

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

It was advised that W. Wheeler will not be reporting from this Committee in future. It was added that K. Longmuir will fulfill this role.

6.9 Report from the Curriculum Committee

There was no report.

6.10 Report from the Research Ethics Board (REB)

S. Meshwork advised members that the REB had not met yet; however, they will meet in October to review research requests and will continue to review the Research Ethics policy. She added that a survey team from the National Council on Ethics in Human Research was willing to visit with the REB to discuss the use of forms and policies.

The Chair asked members to put the REB's Terms of Reference, from their package, into their "member" binders.

6.11 Report from the Education Technology Forum

There was no report.

6.12 Report from the International Education Advisory Committee

There was no report.

7. NEW BUSINESS - For Information and Circulation

7.1 2001/2002 Enrolment Data

7.2 Letter from the Ministry regarding the ASL Instructor Certificate

8. ADJOURNMENT: Moved by E. Neufeld, Seconded by K. Longmuir, the Meeting adjourned at 5:40 p.m.

\_\_\_\_\_ Chair

\_\_\_\_\_ Secretary