

**EDUCATION COUNCIL
MINUTES OF THE MEETING HELD ON
Tuesday, March 18, 2003 in Room B201**

Membership:

Linda Arnold	Linda Holmes (a)	Pam Novak-Cawley (Chair)
Eric Ball	Marg Heldman	Therese Paradis
Barrie Brill	Robert Leaf	Dennis Steeves
Lynn Carter	Ken MacMillan	
Rob Dykstra	Verna Magee-Shepherd	Ruben Del Muro Gonzalez (a)
Martin Gerson (Vice Chair)	Linda Martin	Dee Dahl (a)
	Judith Neamtan	Swapna Kamath
	Peter Norwood	
		Mona Chan (notes)

Guests: Wayne Declé, Peter Walton, S. Kamerling Roberts

Copy of Minutes to be sent to: Doug Soo, Shirley Kamerling-Roberts

1. CALL TO ORDER

The meeting was called to order at 1310 hours.

2. APPROVAL OF AGENDA

“Education Council Elections Results and the New Council” was added under no. 8, For Information.

MOTION: That the agenda be approved with the above addition.

**Moved by D. Steeves/Seconded by L. Carter
CARRIED UNANIMOUSLY**

3. APPROVAL OF THE PREVIOUS MINUTES AND BUSINESS ARISING

E. Ball referred to the draft minutes of February 18 and recommended the following changes be made to page 2 under

- **EdCo bylaw re: bylaw amendments**

Delete **CARRIED UNANIMOUSLY** after the MOTION: That we amend bylaw 5.7.1 by deleting.....”

- **EdCo bylaw 5.4.3 re: voting practices**

- Delete “It was then moved bya week.”
- Change the third paragraph to :

“**MOTION:** That the first part of bylaw 5.4.3 (“Decisions shall be by majority vote of the members in attendance”) be changed to read, “**Decisions shall be madeRoberts Rules**” the intent being.....no effect on the outcome.”

Moved by E. Ball/Seconded by K. MacMillan

MOTION: That the minutes of February 18, 2003 be approved as amended.

Moved by M.Gerson/Seconded by L. Carter
CARRIED UNANIMOUSLY

Business Arising

P. Novak Cawley reported the results of the two motions that went to ballot by mail as follows:

MOTION 1: That Bylaw 5.7.1 be amended by deleting all that follows the word “Members” and replacing it by”, subject to provisions of the College and Institute Act,” so that the bylaw would then read: **“Bylaws and Bylaw amendments shall be approved by a two-thirds majority of Education Council voting members, subject to provisions of the College and Institute Act.”**

Results: 19 in favour of motion, 0 opposed
CARRIED UNANIMOUSLY

MOTION 2: That the first part of Bylaw 5.4.3. (“Decisions shall be by majority vote of the members in attendance”) be changed to read: **“Decisions shall be made by simple majority vote, as defined by Roberts Rules,”** the intent being to establish that the result of any vote will be determined by a count of votes in favour and opposed, with abstentions having no effect on the outcome.

Results: 17 in favour, 2 opposed, no abstentions
CARRIED

4. CURRICULUM

4a) REALTIME REPORTING

New Course Proposal

- i) REAL 2629 – Machine Shorthand Speedbuilding VI
- ii) REAL 2690 – Court Reporting Practicum

D. Steeves presented these two new course proposals. To realistically reflect the classroom hours, the department proposed changing credits in REAL 2628 from 1 to 3 and REAL 2690 from 3 to 6 credit. The grading mode for REAL 2629 is changed to “SR” i.e. “satisfactory but restricted” (restricted in registering in upper level courses).

MOTION: That the two new course proposals be approved as recommended.

Moved by D. Steeves/Seconded by E. Ball
CARRIED UNANIMOUSLY

4b) BUSINESS MANAGEMENT

Program Revision

- i) International Business
- ii) Marketing & Sales

Both departments proposed adding more elective courses and thus providing students with a wider range of electives. Many of the students take courses and electives in the January – April term, which is a co-op term, and courses have not been available due to timetabling clashes.

The International Business department also requested deletion of several Financial Management courses, which are similar to the core FGMT 1116 course, whereas the Marketing & Sales department requested deletion of FMGT 1115, 1215, and 2293. A revised electives list is attached with the respective program revision forms.

MOTION: That the two program revisions be approved as recommended.

Moved by D. Steeves/Seconded by R. Dykstra
CARRIED UNANIMOUSLY

4c) FINANCIAL MANAGEMENT

Program Revision

i) Financial Management

P. Norwood presented this program revision and advised that the department proposed replacing FMGT 1285 – Financial Accounting - with FMGT 1115 (3 credits) – Financial Accounting I - and FMGT 1215 (3 credits) – Financial Accounting II. FMGT 1115 will be section 50 course while FMGT 1215 will be a section 60 course. This change will allow flexibility to the program students.

FMGT 1285 is a 6-credit course which covers all introductory financial accounting material contained in FMGT 1115 and 1215. The intent of the department is not to offer FMGT 1285 at this stage; however, it is still part of the program, and the department does not wish to delete it yet.

MOTION: That this program revision be approved as recommended.

Moved by P. Norwood/Seconded by D. Steeves
CARRIED UNANIMOUSLY

P. Novak Cawley turned the chair over to M. Gerson.

4d) NURSING

Program Revision

i) Collaborative Nursing Program

P. Novak Cawley presented the program revision. The department requested discontinuing reference letters as admission requirements because there is no indication that a good reference letter is a predictor of success. The proposed implementation semester is 2003-30.

MOTION: That this program revision be approved as recommended.

Moved by P. Novak Cawley/Seconded by L. Carter
CARRIED UNANIMOUSLY

M. Gerson turned the chair back to P. Novak Cawley

4e) GEOGRAPHY

Change to Course Prerequisites

- i) GEOG 2155, 2230, 2250 and 2270

B. Brill presented this change to course prerequisites. The department would like to add “or GEOG 1170” to the list of possible prerequisites for GEOG 2155, 2230,2250, and 2270.

MOTION: That this change to course prerequisites for GEOG 2155, 2230, 2250 and 2270 be approved as recommended.

Moved by B. Brill/Seconded by M. Gerson
CARRIED UNANIMOUSLY

4f) APPLIED PLANNING

New Course Proposal

- i) APPL 2320 – Principles of Computer Cartography
- ii) APPL 2310 – Environmental Planning

B. Brill advised that these two new course proposals are part of the APPL curriculum, which was approved in 2002. These are the final courses to complete the development of all the courses required in the APPL program.

APPL 2320 is an introductory course in computer cartography. It provides the foundations for more advanced work in GIS. Students will be introduced to various things ranging from map concepts to presenting the results of the analysis in both written and oral form.

APPL 2310 examines issues of the natural environment in land use and municipal planning. Students will receive a broad introduction to major environmental issues facing the regions in B.C., and an opportunity to explore their implications for regional and local planning.

MOTION: That the two new course proposals be approved as recommended.

Moved by B. Brill/Seconded by P. Norwood
CARRIED UNANIMOUSLY

4g) PACIFIC RIM

Change to Course Prerequisites

- i) PACR 1105 – Pacific Rim Seminar I
- ii) PACR 1106 – Pacific Rim Seminar II

The department requested removing the prerequisite “Acceptance in the Pacific Rim program” for both PACR 1105 and 1106 courses.

MOTION: That the change to course prerequisites for PACR 1105 and 1106 be approved as recommended.

Moved by B. Brill/Seconded by R. Dykstra
CARRIED UNANIMOUSLY

4h) ECONOMICS

Minor Course Revisions

- i) ECON 2251 – Intermediate Microeconomic Analysis
- ii) ECON 2296 – Managerial Economics

These two courses are similar courses. When ECON 2296 was created, there was no restriction on students getting college credit for both courses. This proposal is to rectify the deficiency. College credit will be given to either ECON 2251 or ECON 2296.

MOTION: That the two minor course revisions be approved as recommended.

Moved by B. Brill/Seconded by D. Steeves
CARRIED UNANIMOUSLY

4i) PSYCHOLOGY

Change to Course Prerequisites

- i) PSYC 2320 – Intro to Research Methods

The department requested changing the prerequisite from “C” grade to “C+”, i.e. PSYC 1115 and 1215 with “C+” grade or higher in each course. It was noted that PSYC 2320 makes strong demands on students to produce a high level of written English.

MOTION: That this change to course prerequisites for PSYC 2320 be approved as recommended.

Moved by B. Brill/Seconded by L. Martin
CARRIED UNANIMOUSLY

5. POLICY RE: COURSE FORMAT

As discussed at the December 2002 Education Council meeting, members agreed that it would be worthwhile to have a policy to the effect that once Education Council approves a course, it can be delivered in a different format, and that the DDC group will work on a draft policy and bring it back to Education Council.

M. Gerson referred to the draft policy which was distributed with the agenda. He explained that this policy

- makes it clear what it means for a course to be approved by Education Council,
- gives clear guidelines to departments as to what they can do with the course in terms of delivering it in various different formats once it has been approved by Education Council,
- what the department needs to do if it wants to deliver the course in a format that has not been approved,
- when a course, in terms of delivery format, needs to come to Education Council for approval and when it does not.

Discussion followed. It was recommended adding “(if applicable)” after “contact hours” in 5.1. There was also a discussion regarding 5.5 and whether it was required. Decision made to leave 5.5 in as written.

MOTION: That Education Council approves the policy as recommended.

Moved by M. Gerson/Seconded by K. MacMillan
CARRIED

It was suggested that there should be a mechanism to track courses delivered in the distance education format. M. Gerson proposed a discussion at the DDC on providing a linkage back to the Library when a department is delivering a distance education course.

Agenda: DDC

6. REQUEST FOR BCSAP ELIGIBILITY FOR

The Public Relations Communications Certificate Program

S. Kamerling Roberts, W. Declé and P. Walton presented this item.

S. Kamerling Roberts referred to the Student Aid eligibility checklist and the program description which were distributed with the agenda package. This is a new 12-week, full-time program. The primary purpose of *The Public Relations Certificate Program* is to teach students the fundamentals, tools, techniques and skills of general purpose and specialized public relations practice in a number of sections – from large corporate communications departments to small non-profit groups.

S. Kamerling Roberts confirmed that this program meets all the eligibility requirements for a student loan.

Discussion followed. D. Steeves complimented C.S. on this new program.

MOTION: That Education Council approve this new program - *The Public Relations Certificate Program* - for student loan eligibility purposes.

Moved by D. Steeves/Seconded by L. Arnold
CARRIED

7. SCHOLARSHIP POLICY

S. Kamerling Roberts referred to the Scholarship Policy, copies of which were distributed with the agenda.

A scholarship is a non-repayable cash payment or prize award made to a student in recognition of outstanding academic achievement. This achievement may reflect overall accomplishment, or it may be specific to a requirement for exemplary completion of a project or piece of work. There are two types of scholarship awards administered by Langara College: departmental and general scholarships.

S. Kamerling Roberts informed us that 5.7 of the policy outlined the criteria which the Scholarships Committee use for awarding the General Scholarships including the criteria in priority order where two or more students appear to have equal standing.

The definition of part time student is new to this Policy. The definition states that:

“For scholarship purposes it is defined as one who is currently enrolled in a minimum of nine (9) credits, and who was enrolled in nine (9) credits in one of the past two terms and who does not meet the requirement of a full time student.”

MOTION: That Education Council approve the scholarship policy as presented.

Moved by V. Magee Shepherd/Seconded by M. Gerson
CARRIED

8. FOR INFORMATION

- **Bursary Policy**

S. Kamerling Roberts spoke to the Bursary Policy, copies of which were distributed with the agenda. A bursary is a non-repayable cash payment that is made to students who demonstrate financial need. She drew our attention to 5.3 of the policy, which stated, "*Unless otherwise specified by the donor, bursaries may only be awarded to students who are enrolled in six or more Langara College credits.*"

- **Full Time/Part Time Definition**

T. Paradis advised that at the moment, Langara College defines a full-time student as one registered in 12 or more credits and a part-time student as one registered in fewer than 12 credits. Most institutions define a full-time student as one registered in 9 or more credits. Our definition has, therefore, disadvantaged our students by preventing them from applying for private scholarships and/or other student loans.

The proposed definition is: "Langara College defines a full course load as 15 credits or more. Full-time study is defined as 9 credits or more (60% of a full course load), and part time study is defined as fewer than 9 credit hours."

- **ANTH 1123**

B. Brill informed us that the new course proposal for ANTH 1123 – Methods in Archaeology: Geospatial Analysis was approved by Education Council on January 21, 2003. The course number should be **ANTH 1223**.

- **Education Council Elections Results**

T. Paradis reported that the following were elected to Education Council (Term of Office: April 1, 2003 – March 31, 2005):

Division Representatives (by acclamation)

D. Steeves (Creative Arts),

R. Semmens (Humanities),

B. Pendleton (Social Sciences),

P. Novak Cawley (Health, Applied Science & Human Services),

M. Heldman (Maths & Sciences),

L. Cullen (Business & Community Programs),

T. Kornutiak (Library/Counselling).

At-Large Faculty

E. Ball, L. Carter, G. Krause.

Support Staff

A. Alves, L. Randell

T. Paradis took this opportunity to thank all the outgoing members for their contributions and services, in particular K. MacMillan, who is retiring in May. It was noted that J. Neamtan would like to continue receiving the EdCo minutes.

There being no other business, the meeting was adjourned at 2:30 pm.