

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL
HELD AT THE COMOX VALLEY CAMPUS & ON TEAMS ON FRIDAY, APRIL 4, 2025**

DRAFT

PRESENT: Aisling Brady, Faculty, Comox Valley, *Chair*
Alex Blair, Faculty, Comox Valley
David Johns, Faculty, Campbell River
Gurjeet Singh, Student, Comox Valley
Jennifer Fallis Starhunter, Faculty, Campbell River, *Chair, Curriculum & Fast Track*
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
Katrina Corporal, Student, Comox Valley
Kelly Goudreau, Faculty, Comox Valley
Margaret Hearnden, Faculty, Comox Valley
Michelle Badger, Administration
Precious Mvumira, Student, Campbell River
Takia Islam, Student, Campbell River
Tony Bellavia, Administration, Comox Valley
Lisa Domae, President (Ex-Officio)
Kara Foreman, Recording Secretary (RS)

REGRETS: Cheryl O’Connell, Administration
Georgette Whitehead, Faculty, Comox Valley
Ibrahim Abdullah, Faculty, Campbell River
Kelly Shopland, Administration
Manpreet Kaur, Support Staff, Comox Valley
Paris Gaudet, Support Staff, Comox Valley/Campbell River

1. Indigenous Acknowledgment

Declaration of Quorum: A. Brady declared quorum at 12:31pm.

2. Adoption of Agenda

Moved by J. Marriott / Seconded by M. Badger **TO ADOPT THE AGENDA FOR APRIL 4, 2025.**

MOTION CARRIED.

3. CONSENT AGENDA

Moved by M. Badger / Seconded by A. Blair **TO APPROVE THE CONSENT AGENDA WITH THE AMENDMENT: REMOVE 3.2.6 COURSE REVISION ECC 255.**

3.1 MINUTES of the meeting on February 7, 2025

3.2 Curriculum Proposals

3.2.1 Course Revision – ECC 104 Developmental Journey

3.2.2 Course Revision – ECC 114 Partnerships Part I – Child Guidance

3.2.3 Course Revision – ECC 116 Partnerships Part II – Advanced Guiding and Caring

3.2.4 Course Revision – ECC 124 The Learning Child – Part I – Play & Curriculum

3.2.5 Course Revision – ECC 163 Child, Family and Community

MOTION CARRIED.

4. Business Arising – None

5. Committee Reports

5.1 Education Council Chair Update

Tasks:

- Worked with the chair of Curriculum Committee on submission deadlines and presented to the Education Team
- Met with VPs Academic & College Experience and the Registrar to learn about the process of program revisions

- Attended Board of Governors meeting on the draft budget
- Participated in discussions with the Academic Governance Council around programming, committee membership, Fast Track committees, processes around new program approvals and recording council meetings

5.2 Planning and Standards Committee

Chair Report (Verbal)

There have been no policies ready for the committee to review although there are apparently several in progress. The chair expressed concern that the committee will receive a large number of them at the same time. She clarified that the committee does not initiate policies and confirmed that while there is probably a list of policies in progress, she does not have access to it.

The VP Academic confirmed that policies fall within the VP/AVP's portfolio and that he anticipates a number of policies coming to the committee in the fall. A spreadsheet of policies is managed by the Director of College Governance & Strategy.

ACTION: It was agreed that the chairs of EdCo and PS committee will also generate a list of policies under EdCo's purview including the dates to be reviewed.

5.3 Curriculum Committee

Minutes of March 14, 2025

Chair Report (Verbal)

The chair reminded members that consent agendas only work when enough people do the prereview of curriculum items which means less discussion is required at the EdCo table. In order to include items on the consent agenda, proposals need to be reviewed and approved by at least a quorum of members. If a member recommends any revision to a proposal, they should select "Reject" so that these items can be discussed at the table. Ensure that you are reviewing all pages in the list of proposals on the agenda.

ACTION: There was discussion about what level of detail should be included in the EdCo minutes with regard to curriculum items. It was agreed that the EdCo Executive should discuss possible ideas and bring them back to the EdCo table.

5.3.1 Course Revision – WDH 300 Welder Apprenticeship Harmonized Level 3

Moved by J. Fallis Starhunter / Seconded by D. Johns **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2025

It was noted that the learning outcomes are derived from the competencies listed in the Skilled Trades BC program outline.

ACTION: It was suggested that a notation about this be included at the top of the learning outcomes in all courses where this applies. As there are some issues with this, this discussion will be added to the Executive meeting agenda.

No Amendments

MOTION CARRIED.

5.3.2 Course Revision – ECC 136 Foundations of Professional Practice

Moved by J. Fallis Starhunter / Seconded by J. Marriott **TO APPROVE THE COURSE REVISION WITH REVISION AS NOTED.**

EFFECTIVE/START DATE: FA 2025

It was noted that with all the ECC items bigger changes will be brought forward as the province determines their expectations. The department wanted to bring forward change to the learning outcomes now as it may take a year or two to receive this official directive.

Revision

Learning Outcome

#1; clarifying language with regard to the laws of Canada and BC

MOTION CARRIED.

5.3.3 Course Revision – ECC 204 Developmental Journeys – Part II – Advanced

Moved by J. Fallis Starhunter / Seconded by A. Blair **TO APPROVE THE COURSE REVISION WITH REVISION AS NOTED.**

EFFECTIVE/START DATE: FA 2025

Revision

Course Content

Add language to be consistent with the learning outcomes.

MOTION CARRIED.

Items 5.3.4 & 5.3.5 were taken together

5.3.4 Course Revision – ECC 168 Health Safety and Nutrition in Childcare Settings

5.3.5 Course Revision – ECC 215 Partnerships – Advanced Part III

Moved by J. Fallis Starhunter / Seconded by D. Johns **TO APPROVE THE COURSE REVISIONS.**

EFFECTIVE/START DATE: FA 2025

Recommendation

Course Content & Learning Outcomes

A recommendation that the order be consistent in both.

MOTION CARRIED.

5.3.6 Course Revision – ECC 255 Self & Others – Part III

Moved by J. Fallis Starhunter / Seconded by A. Blair **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2025

No revisions

MOTION CARRIED.

6. New Business – None

7. Information / Correspondence

7.1 (Verbal) Report from VP Academic (*T. Bellavia*)

- **Memo: Update to Program Revisions for Associate of Arts and Associate of Science Degrees**
The genesis of both programs was to provide more programming opportunities to all students (& primarily to international students) that meet the federal regulations and policies on post graduate work permits. However, further direction from the ministry indicated that associate degrees must be used to support laddering and university transfer and not for entry into the labour market. In addition, both programs must use the original CIP code that is not eligible for post graduate work permits for international students. This led to a decision to pause the implementation of these programs but keep the already-approved revisions to the descriptions and addition of admission requirements effective for the 2026-2027 academic year.

Questions;

Why not implement these programs for our domestic students? The original intent was to design these programs to serve both international and domestic students.

How long is the pause? What is the procedure if you decide we don't need it anymore, although it's been approved by EdCo?

VPA; There is nothing stopping us from bringing them forward but we don't see an advantage to keeping them on the books in terms of enrollment. Students can still access psychology as a concentration in an Associate of Arts degree. Historically we've had a lot of concentrations in the Associate degrees, without the enrollment patterns to justify them. There are also registration systems-related issues that informed this decision. This is unfamiliar territory for NIC. We're open to feedback from EdCo.

It was agreed that this requires further discussion with regard to how this process is implemented and monitored, and what are EdCo's responsibilities in the process.

- **Memo: Program Suspension Information**
Context: Suspending programs is difficult and is no reflection on faculty involved with them. It is mainly based on enrollments. Programs must meet students' demands. Ref. Policy 3-30 outlines the procedures that were followed before bringing this to EdCo for information.
Program Suspension is a two year review process by Education Team (ET) and department faculty, not a program cancellation. After this review, the program may return intact, or with revisions, or a

decision will be made, with EdCo's involvement, to formally cancel the program. Important to note that students currently enrolled will be able to finish their program of study.

Questions;

What is the impact on faculty?

VPA; Suspended programs do impact faculty workload.

For students, the registrar's office compiles current student enrollment in the suspended program and what's needed for them to complete their credential. They create the course timetable and communicate it to faculty and students, and set appointments for students with advisors. They also work with departments and deans to find appropriate course substitutions when needed.

What are the expectations for reporting the results to EdCo? Two programs were suspended 2 years ago but EdCo hasn't had an update.

VPA; It is the responsibility of the VP Academic to bring this information back to EdCo.

Is the enrollment rationale for suspension due to lower student enrollment or less market demand?

VPA; It depends on the program.

Tourism & Hospitality programs were 80-85% populated by international students; low enrollment from domestic students. And tourism is no longer post graduate work permit eligible and it has not been identified as a high demand labour market. We're still reviewing if there is a demand for short intensive programming in tourism. Many other institutions in the province are reviewing their tourism programs, except those with strong tourism markets locally who have high domestic enrollments.

Within Office Administration, domestic enrollments don't justify having three credentials, nor is there a high labour market demand. so two of these programs are being suspended.

Metal Jewellery is not included in base funding and was being offered as a cost recovery program.

Unfortunately, the program has not had sufficient domestic enrollment to justify the program's cost for the last five years. This program is under review and may return as a non-credentialed program. Revisions to our credential policy is underway.

Culinary Business Operations was originally contracted with the Trades department and was designed primarily for international students. It was well subscribed but is no longer post grad work permit eligible so we won't have demand for this program.

Aircraft Structures Technician is domestically driven and capital intensive and we have not had the enrollments we expected or needed.

The college has a responsibility to ensure that students can complete their credential but there is no guarantee that individual elective courses will be offered beyond one year.

Is there a policy around course suspension or cancellation?

No, but there is a current practice in place. If a course isn't run for five years, a review process is triggered and it is either brought through the Curriculum/EdCo process or archived. Notification is sent to the deans/directors.

See [Policy 3-20 Suspension, Relocation or Cancellation of Academic Credentialed Programs](#)

8. Meeting Evaluation – Roundtable Discussion

Everyone agreed it was a good meeting.

9. Next Meeting – May 9, 2025

10. ADJOURNED AT 2:01pm