

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL
HELD AT THE COMOX VALLEY CAMPUS & ON TEAMS ON FRIDAY, OCTOBER 17, 2025**

APPROVED

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- PRESENT:** Aisling Brady, Faculty, Comox Valley, *Chair*
Alex Blair, Faculty, Comox Valley
Alexia Birosh, Student, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Ethan Olson, Student, Comox Valley
Jennifer Fallis Starhunter, Faculty, Campbell River, *Chair, Curriculum & Fast Track*
Jocelyn Moreau, Faculty, Campbell River
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
Julia Baratto, Faculty, Port Alberni
Katherine Carpenter, Faculty, Comox Valley
Meghan Sheehan, Student, Comox Valley
Michael Androschuk, Faculty, Campbell River
Michelle Badger, Administration
Paris Gaudet, Support Staff, Comox Valley/Campbell River
Rahul Kuma, Student, Comox Valley
Rebecca Mackenzie, Faculty, Port Hardy
Sandra Milligan, Faculty, Campbell River
Naeem Shaikh, Board of Governors Representative
Kara Foreman, Recording Secretary (RS)
- REGRETS:** Cheryl O’Connell, Administration, Campbell River
Tony Bellavia, Administration, Comox Valley
Lisa Domae, President (Ex-Officio)

1. Indigenous Acknowledgment

Declaration of Quorum: A. Brady declared quorum at 1:00pm.

Round of Introductions

2. Adoption of Agenda

Moved by B. McIntosh / Seconded by M. Badger TO ADOPT THE AGENDA FOR OCTOBER 17, 2025.

MOTION CARRIED.

3. CONSENT AGENDA

Moved by A. Blair / Seconded by M. Androschuk TO APPROVE THE CONSENT AGENDA.

3.1 MINUTES of the meeting on April 4 and September 12, 2025

3.2 Curriculum Proposals

3.2.1 New Course – IEH 400 Industrial Electrician Level 4

3.2.2 Course Revision – MAT 210 Calculus III

Fields Revised

- Course Learning Outcomes
- Hours

3.2.3 Course Revision – MAT 214 Calculus IV

Fields Revised

- Course Learning Outcomes
- Hours

3.2.4 Course Revision – ELC 107 Technical AC Circuit Analysis

Fields Revised

- Grade scale
- Instructor qualifications
- High school prerequisites

- 3.2.5 Course Revision – ELC 130 Linear Circuit Analysis
Fields Revised
 - Grade scale
 - Instructor qualifications
 - High school prerequisites
- 3.2.6 New Course – ELC 135 Instrumentation and Control Analysis
- 3.2.7 Course Deactivation – ELC 140 Programmable Devices
- 3.2.8 Course Revision – ELC 150 Health, Safety and Environment
Fields Revised
 - Grade scale
 - Instructor Qualifications
 - High school prerequisites
- 3.2.9 Course Revision – ELC 151 AutoCAD for Technicians
Fields Revised
 - Grade scale
 - Instructor qualifications
 - High school prerequisites
- 3.2.10 Course Revision – ELC 152 3D Modeling
Fields Revised
 - Grade scale
 - Instructor Qualifications
 - High school prerequisites
- 3.2.11 Course Revision – ELC 153 Level I Electrical
Fields Revised
 - Grade scale
 - Instructor Qualifications
 - High school prerequisites
- 3.2.12 Course Revision – ELC 202 Process Measurement
Fields Revised
 - Grade scale
 - Instructor Qualifications
 - Post secondary prerequisites
- 3.2.13 Course Revision – ELC 217 Programmable Logic Controllers I
Fields Revised
 - Grade scale
 - Instructor Qualifications
 - Post secondary prerequisites
- 3.2.14 Course Revision – ELC 219 Variable Frequency Drive Analysis
Fields Revised
 - Grade scale
 - Instructor qualifications
 - Post secondary prerequisites

MOTION CARRIED.

4. Business Arising

4.1 Chair/Vice Chair Elections

A. Blair nominated A. Brady for chair. A. Brady was willing to stand.

No other nomination.

Chair: Aisling Brady was acclaimed as EdCo chair for the term January 1, 2026 to December 31, 2026

A. Brady nominated K. Carpenter. K. Carpenter was willing to stand.

B. McIntosh nominated A. Blair. A. Blair was unwilling to stand at this time.

B. McIntosh nominated M. Androschuk. M. Androschuk was willing to stand.
An election was held and M. Androschuk was elected as vice chair for the term January 1, 2026 to December 31, 2026

4.2 Members of the 3 standing committees were ratified.

- Planning & Standards
- Curriculum
- Fast Track

4.3 Call for new committee members

Planning & Standards: No volunteers

Curriculum: E. Olson and B. McIntosh volunteered

Fast Track: No volunteers

ACTION: M. Badger will send an email to staff and students to encourage committee volunteers.

4.4 Omnibus Status – Evaluation of Student Learning Oct 2025 (attachment)

In October 2022, Education Council passed a motion allowing flexibility related to the methods by which learning outcomes are achieved in order to best meet students shifting needs, including student evaluation and assessment methods as indicated on the Authorized Course Description (ACD). Effective date September 6, 2022. Another motion stated that, with authorization from the Dean/Director, these changes to ACDs would be implemented through an omnibus process. ACDs would include this standardized statement:

“There will be multiple varied forms of assessments to ensure evaluation is aligned with course learning outcomes. No one assessment will be worth more than 40% of the course grades weightings of each assessment form will be included on course outlines that will be provided.”

However, in January 2025, the Registrar’s office and Student Records advised that this implementation of more than a thousand ACDs had stalled due partially to limited resources. Currently only a small number of ACDs have been changed, and changes are being made as ACDs come through the curriculum process with revisions. Not all faculty are aware that their ACD may or may not currently include this new language. The chair noted that she didn’t expect a solution at this meeting as the VP Academic wasn’t present but she invited members to think about it and bring any ideas or questions to a future discussion.

Omnibus Project Halt (attachment)

The Registrar noted that this decision was initially made when the college was coming back from Covid and wanted to allow instructors more flexibility in evaluation and assessment. However, a broad scan and research with the rest of the province was not done and issues with transfer credit arose when ACDs from a number of different disciplines with this new language were submitted. After consulting with other colleges, the registrar found that their [ACDs] contained grade ranges in addition to similar language. None of the other colleges contacted had only this language without any evaluations.

Her team proposed some possible (in the attached document) but more discussion is needed and ideas from the EdCo table would also be helpful.

At the time the omnibus was requested, NIC was just implementing the Curriculog system and there was an expectation that it would help with automating the omnibus process. But while the Curriculog system has been beneficial in many ways, including reducing the length of meetings, it has not helped with the omnibus. Currently 162 ACDs now include this new language out of 1244 courses, although probably only 1000 of the total courses are active. Some of the 162 may still include evaluations as it was a decanal choice so they may be easier to align with transferability requirements.

At this time the motion stands and even though many ACDs do not have this language, the principle still applies. Evaluation details are on each course outline which is guided by policy and what students see.

In cases where transferability may be an issue, a course outline is sent with the ACD. However, different instructors use different course outlines. Faculty who are aware of this issue with transferability are adding more detail around assessments and weighting in the Additional Evaluation Section of the ACD.

ACTION:

BCCAT (BC Council on Admissions and Transfer) has a document on best practices for course outlines with respect to transfer and JAM (Joint Articulation Meeting) is providing a free online

session in November on course outlines and good policies related to them. The **chair** will send links to each of these after the meeting.

The chair requested that **members** have discussions with their colleagues on:

- What are the impacts on articulation?
- How are faculty feeling with respect to these changes, or the fact that the omnibus has stalled?
- What are their concerns, and
- What possible solutions can you bring back to this table?

The Registrar noted that this topic will be going to Education Team and she will report back on their discussion.

She also noted that across the province different terminology is used. What we call an ACD is called a Master Course Outline at many institutions and a Course Outline is often called a Syllabus.

5. Committee Reports

5.1 Education Council Chair Update

Tasks: (since April 2025)

- Attended three Board of Governors (BOG) meetings
- All Curriculum Committee meetings
- All but one Planning & Standards meetings
- Academic Governance Council (AGC) meeting (all EdCo chairs in the province)
 - Meet twice pre year with additional online drop in sessions
 - Key points: cameras on during meetings (especially students who receive remuneration and for confidentiality reasons)
 - EdCo onboarding, including Indigenous history & reconciliation (e.g. NIC's EdCo Hub on Brightspace)
 - Oversight of EdCo on Continuing Education curriculum
 - Having a voting Indigenous member on Council (which is missing in provincial legislation i.e the Act)
 - Adding Indigenousization to the curriculum review workflow
 - Backlogs in policy updates and the need to ensure their relevancy
- Discussions with the VP Academic regarding the status of Associate Degree concentration
- Unscheduled EdCo meeting in September to provide advice to the BOG on program cancellations. Brought to BOG who approved all cancellations.
- Met with Associate VP College Experience regarding adding Indigenous curriculum review and tuition to the curriculum workflow.
- Worked with BOG and related admin to recruit students to EdCo and the BOG.
- Worked with the Registrar on changes to the Election Rules and Regulations and potential changes to the EdCo bylaws.

Education Council Executive met on May 22, 2025.

Topics covered:

- EdCo Policy Review Dates
- Capturing curricular revised fields in minutes
- Language regarding externally mandated outcomes/objectives in Curriculog
- Draft workflow/scheduling process document for policy development & review
- Changes to committee chair elections
- Extending the limitations on consecutive chair's terms
- Consistency in policy definitions

5.2 Planning and Standards Committee

Chair Report (Verbal)

The committee hasn't progressed through many policies the last couple of years. We've drafted this document with the current status of all the policies that require EdCo's approval. About half of them are in the process of being worked on by those responsible for them. The committee doesn't trigger the policy updates; we review them when they are ready for our feedback. We anticipate that many

will be coming to us this year. The chair is working with M. Allison to prepare a short document outlining the planning, development and committee review procedures for policies.

EdCo Policy Review Dates – Oct 2025 (*attachment*)

Minutes of meetings in May & June 2025 (*attachment*)

5.3 Curriculum Committee

Chair Report (Verbal)

Minutes of meeting on May 16, June 13 & September 26, 2025

REGULAR AGENDA

5.3.1 New Course – IST 201 ReconciliAction

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

EFFECTIVE/START DATE: FA 2026

Discussion:

Prerequisite: why C in Eng 10 and not Eng 12?

It's important not to create barriers so that people in community can access this course.

What credential can this course be used toward?

The hope is to have it fit into a broad range of program areas including ECE and language revitalization. It was also developed with the intention of including it in some future programming at the direction of the Indigenous Education Council (IEC). The developers also found that students who took a course prior to, or in conjunction with, a field school experienced a greater impact.

Transfer credit: is there a specific direction the department would like it pushed?

The course will first go to the Indigenous Articulation Committee where they explore provincially and make comparisons before going to provincial articulation. The hope is that it could be used for university transfer.

No Revisions

MOTION CARRIED.

5.3.2 Course Revision – ENR 216 Introductory Electricity and Magnetism

Moved by J. Fallis Starhunter / Seconded by B. McIntosh **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

No Revisions

Fields Revised

- Additional evaluation of student learning
- Course learning outcomes
- Course content
- Course code
- Course description
- Instructor qualifications
- Textbooks

MOTION CARRIED.

5.3.3 Course Revision – MAT 133 Matrix Algebra

Moved by J. Fallis Starhunter / Seconded by K. Carpenter **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Prerequisites: How long do we keep expired courses in prerequisites? Normally 6-8 years but if it's an equivalent, it doesn't need to be listed.

Textbooks are not an EdCo concern. They are there for articulation and for historical record.

Revisions

Prerequisites: Remove MAT 067

Hours: Put Tutorials back into the Other category; remove from Lecture hours

Learning Outcomes: don't start with a capital letter

Fields Revised

- Additional evaluation of student learning
- Course content
- Course description
- Course learning outcomes
- Textbooks (if required for articulation only)

MOTION CARRIED.

5.3.4 Course Revision – PHY 170 Engineering Mechanics 1: Statics and Dynamics

Moved by J. Fallis Starhunter / Seconded by M. Badger **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Textbooks; as noted above

Tutorial hours; as noted above

Revisions

Hours: move Tutorial (as noted above), change Lecture hours

Fields Revised

- Additional evaluation of student learning
- Course content
- Course description
- Course learning outcomes
- Textbooks (if required for articulation only)

MOTION CARRIED.

5.3.5 New Program – Instrumentation and Electrical Automation Technician Certificate

Moved by J. Fallis Starhunter / Seconded by M. Androschuk **TO APPROVE THE NEW PROGRAM.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Impact on diploma program?

No negative impact. The certificate allows students who are working to complete the first year, then come back to complete the diploma.

It also allows those in industry who need upgrading or specific knowledge to come in the second year for the diploma.

The hope is that separating them will increase retention for the whole program.

Admission requirements; prerequisite for ENG 159 is Eng 12 which is higher than admission to the diploma. This will be fixed in housekeeping.

Additional Information: High school preferred is in Admission Requirements in other Trades courses. Historically it was put there because Indigenous communities require high school graduation to receive funding. It was agreed this would be the last bullet in the Admission Requirements.

Completion Timeline; confusing language

Revisions

Admission Requirements: Move high school graduation preferred to last bullet

Completion Timeline: must be completed in 2 years

MOTION CARRIED.

5.3.6 Program Revision – Instrumentation and Electrical Automation Technician Diploma

Moved by J. Fallis Starhunter / Seconded by M. Badger **TO APPROVE THE PROGRAM REVISION.**

EFFECTIVE/START DATE: FA 2026

Revisions

Same revisions as Certificate except timeline is 3 years

Fields Revised

- Admission Requirements
- Course Requirements
- Completion Requirements

MOTION CARRIED.

5.3.7 Course Revision – ELC 105 Technical DC Circuit Analysis

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

EFFECTIVE/START DATE: FA 2026

No Revisions

Fields Revised

- Grade scale
- Instructor qualifications
- High school prerequisites

MOTION CARRIED.

5.3.8 Course Revision – ELC 110 Digital Electronics Analysis

Moved by J. Fallis Starhunter / Seconded by B. McIntosh **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Re when to spell out acronyms: the purpose is to ensure clarity for students considering a course. Agreed to always spell out in the first instance even for common acronyms for each separate document.

Revisions

Course Description: spell out acronyms

Fields Revised

- Grade scale
- Instructor qualifications
- High school prerequisites

MOTION CARRIED.

5.3.9 Course Revision – ELC 120 Solid State Devices

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

EFFECTIVE/START DATE: FA 2026

Revisions

Spell out all acronyms

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.10 Course Revision – ELC 207 Process Control Devices & Systems

Moved by J. Fallis Starhunter / Seconded by B. McIntosh **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Learning Outcomes: questioning verbs used; wording needs more clarity

Revisions

Learning Outcomes: changes as noted

Fields Revised

- Grade scale

- Instructor qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.11 Course Revision – ELC 208 Electrical Motor Control Systems

Moved by J. Fallis Starhunter / Seconded by M. Androschuk **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Clarify learning outcome 1

Revisions

Learning Outcome #1: make into 2

Acronyms

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

Items 5.3.12, 5.3.13, 5.3.14 and 5.3.16 were taken together

5.3.12 Course Revision – ELC 218 Programmable Logic Controllers II

5.3.13 Course Revision – ELC 221 Human Machine Interfacing

5.3.14 Course Revision – ELC 231 Industrial Power Electronics

5.3.16 Course Revision – ELC 251 Fluid Power Controls

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

EFFECTIVE/START DATE: FA 2026

Revisions

Spell out all acronyms in the first instance

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.15 Course Revision – ELC 236 Electrical Power Circuits and Machines

Moved by J. Fallis Starhunter / Seconded by M. Badger **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

No Revisions

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.17 Course Revision – ELC 252 Process Equipment

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

EFFECTIVE/START DATE: FA 2026

Discussion:

Course Descriptions is short; could be expanded.

Revisions

Course Description; additions made

Fields Revised

- Grade scale
- Instructor qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.18 Course Revision – ELC 253 Process Technology

Moved by J. Fallis Starhunter / Seconded by M. Androschuk **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Question re ordering of 252 & 253

In 252, students learn what devices do, in 253 students learn how industry uses the devices

No Revisions

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.19 Course Revision – ELC 271 Applied Capstone Project

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

EFFECTIVE/START DATE: FA 2026

No Revisions

Fields Revised

- Grade scale
- Instructor Qualifications
- Post secondary prerequisites

MOTION CARRIED.

5.3.20 Program Revision – Coastal Forest Worker Certificate

Moved by J. Fallis Starhunter / Seconded by J. Moreau **TO APPROVE THE PROGRAM REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Language re field trips is unclear.

PLAR language is different on certificate and diploma; (department vs department member) it should be dean or designate

FSK language here should be included on all applicable Trades programs.

Revisions

Move high school graduation back to Admission Requirements

Field trips revised language; apply to other applicable programs

Additional Information; update PLAR language

Fields Revised

- Course requirements
- Completion requirements

MOTION CARRIED.

5.3.21 Program Revision – Coastal Forest Technology Diploma

Moved by J. Fallis Starhunter / Seconded by J. Moreau **TO APPROVE THE PROGRAM REVISION.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Same discussion as Certificate

Revisions
Field trips language
PLAR language
Completion timeline is 3 years
Admission requirements; add “or lower”

Fields Revised

- Course requirements
- Completion requirements

MOTION CARRIED.

Items 5.3.22 – 5.3.29 were taken together

- 5.3.22 Program Revision – Automotive Collision and Refinishing Technician Foundation Harmonized Certificate**
- 5.3.23 Program Revision – Automotive Service Technician Foundation Harmonized Certificate**
- 5.3.24 Program Revision – Carpentry Foundation Harmonized Certificate**
- 5.3.25 Program Revision – Electrician Foundation Harmonized Certificate**
- 5.3.26 Program Revision – Fabricator-Welder Foundation Harmonized Certificate**
- 5.3.27 Program Revision – Furniture Design and Joinery Certificate**
- 5.3.28 Program Revision – Plumbing and Piping Trades Foundation Harmonized Certificate**
- 5.3.29 Program Revision – Welder Foundation Harmonized Certificate**

Moved by J. Fallis Starhunter / Seconded by A. Blair **TO APPROVE THE PROGRAM REVISIONS.**

EFFECTIVE/START DATE: FA 2026

Discussion:

Description; isn't an EdCo field. Can send comments to Marketing
Language used to describe FSK 030 and field trips as noted in item 5.3.20
WHMIS certification clarification; related learning outcomes are covered but WHMIS certification is not a barrier to graduation.

Revisions

FSK language (except 5.3.25)

Field trips language

Additional Information: WHMIS language; Students are expected to hold a valid WHMIS certification for the duration of the program.

Fields Revised

- Course Requirements

MOTION CARRIED.

6. New Business – None

7. Correspondence/Information

7.1 (Verbal) Report from Education Team (*M. Badger*)

- *BUILD 2026* Proposed Amendments – Year 4 Report
Adjusted targets are noted for international students

7.2 (Verbal) Report from Indigenous Education (*K. Shopland*)

- *Working Together* dashboard year 4 will be published soon on the Engage website
- Adding an Indigenous support committee in the curriculum review process currently called the Indigenization Reconciliation and Decolonization Curriculum committee. Approved by Education Team (ET) and now part of the Strategic Enrollment Management (SEM) Plan. It will be part of the consultation process for proposal before they come to Curriculum Committee. A pilot is planned for the new year.
- The Journey to Reconciliation training pilots are underway. We're awaiting final approvals from some of the Nations.
- Two presentations are planned hosted by Jesse Morin, archaeologist with the Komox First Nation, open to all employees. These will be recorded and integrated into the Brightspace cores.

Nov 4th 11:30 – 1:00

Nov 19th 10:00 – 11:30

7.3 Email from EdCo previous student rep Jason Wang

8. Meeting Evaluation – Roundtable Discussion

Everyone agreed it was a good meeting.

9. Next Meeting – November 14, 2025

10. ADJOURNED AT 4:42pm