

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL  
HELD AT THE COMOX VALLEY CAMPUS & ON TEAMS ON FRIDAY, NOVEMBER 14, 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  
Katherine Carpenter, Faculty, Comox Valley  
Meghan Sheehan, Student, Comox Valley  
Michael Androschuk, Faculty, Campbell River  
Michelle Badger, Administration, Comox Valley  
Neil Cruickshank, Administration, Comox Valley  
Paris Gaudet, Support Staff, Comox Valley/Campbell River  
Rahul Kumar, Student, Comox Valley  
Sandra Milligan, Faculty, Campbell River  
Tony Bellavia, Administration, Comox Valley  
Lisa Domae, President (Ex-Officio)  
Roger Kishi, Board of Governors Representative  
*Kara Foreman, Recording Secretary (RS)*
- REGRETS:** Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*  
Julia Baratto, Faculty, Port Alberni  
Kelly Shopland, Administration, Comox Valley  
Rebecca Mackenzie, Faculty, Port Hardy

**1. Indigenous Acknowledgment**

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

Introductions of two new Council members:

Administration – Neil Cruickshank

Board of Governors Representative – Roger Kishi

**2. Adoption of Agenda**

Moved by M. Badger / Seconded by K. Carpenter **TO ADOPT THE AGENDA FOR NOVEMBER 14, 2025.**

**MOTION CARRIED.**

**3. CONSENT AGENDA**

Moved by B. McIntosh / Seconded by J. Moreau **TO APPROVE THE CONSENT AGENDA.**

**3.1** MINUTES of the meeting on October 17, 2025

**3.2** Curriculum Proposals

3.2.1 Course Deactivation – HMC 130 Safe Work Practices in the Heavy Mechanical Trades

3.2.2 Course Deactivation – HMC 131 Occupational Skills in the Heavy Mechanical Trades

3.2.3 Course Deactivation – HMC 132 Frames and Suspension

3.2.4 Course Deactivation – HMC 133 Tools and Equipment in the Heavy Mechanical Trades

3.2.5 Course Deactivation – HMC 134 Electrical Applications

3.2.6 Course Deactivation – HMC 137 Heavy Mechanical Trades Equipment

3.2.7 Course Deactivation – HMC 138 Air Braking Systems

3.2.8 Course Deactivation – HMC 140 Hydraulic Braking Systems

3.2.9 Course Deactivation – HMC 142 Electrical Fundamentals in the Heavy Mechanical Trades

3.2.10 Course Deactivation – HMC 144 Steering and Wheel Systems

#### 4. Business Arising – Omnibus Discussion Update

##### Overview

A motion at the October 2022 EdCo meeting endorsed adding an evaluation statement to all Authorized Course Descriptions (ACDs) via an omnibus process. The portion of the original motion from October 2022 about assessment read:

*“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 to students on or before the first day of class.”*

Its purpose was to reflect a pedagogical shift to more flexible, student-centered assessment practices and NIC’s commitment to quality education. It originally stemmed from granting of flexible evaluation during Covid.

Student Records was tasked with the operationalization of this motion. However, a number of problems arose:

- At present, not all ACDs have been changed due to staffing issues and the discovery that the Curriculum system wasn’t able to assist the process as hoped.
- Faculty have adopted this new evaluation language in practice even if their ACDs have not yet been changed.
- Some of the revised ACDs (predominantly FASM-related courses) have had difficulty with transfer requests as the evaluation was considered too vague for evaluators.
- Existing articulation agreements with non-revised ACDs are based on the original evaluation language; i.e. current course iterations may be evaluated differently than the ACD originally used for the articulation agreement.

It was noted that to date, changes were not made through an omnibus process but that the courses that have been revised have all gone through the full curriculum review process. (approximately 600 ACDs)

Subsequent research showed that some institutional EdCos in BC do not review evaluations, while others require matrices that link content to learning outcomes to evaluation.

##### Possible Solutions for Consideration

1. Do we rescind the motion? If so,
  - What would need to be done next?
  - What about the courses that have already been revised with the new evaluation language and the instructors who are teaching based on this language?
2. Do we revise only the evaluation language on ACDs for course planned for 2026-27? (i.e. an ongoing work plan to complete the omnibus motion)
3. Do we put the next steps into the responsibility of program review and deans/directors decanal areas? (i.e. program areas connect with articulation groups to determine what evaluation language is needed for articulation requests)

##### Discussion

Members agreed that the last option makes the most sense as so many programs are currently going through or soon will be going through program review.

The main question is what does Education Council expect with regard to the elements of evaluation, especially with an overarching theme including a student-centered perspective.

It’s also critical to consider the curriculum review process timelines and departmental procedures around course delivery.

Ideally the solution would include whatever is needed for articulation while maintaining the flexibility instructors need to ensure we provide relevant and responsive curriculum.

One suggestion is to add an articulation consultation step into the Curriculum workflow so that courses brought to EdCo for approval can show that they have consulted with their articulation group and can ensure that their evaluation strategies are aligned with articulation requirements.

It was noted that the deadline to make changes to the 2026-27 academic year has passed so any changes would be for 2027-28. This could mean that 600 courses would need to come through the curriculum review process in the next year.

### **Outcome**

After discussion, it was agreed that the original motion would remain in place with an addendum stating that faculty must review their courses to determine if the current evaluation criteria meets any articulation requirements and if not, those courses would need to be revised to meet those requirements and go through the curriculum review process.

A draft amendment to the original motion will be brought back to Council for approval at the December 12<sup>th</sup> EdCo meeting.

## **5. Committee Reports**

### **5.1 Education Council Chair Update**

#### *Tasks Completed:*

- Attended two Board of Governors (BOG) meetings
- Attended two strategic sessions (Oct 23 & 31)
- Meeting with BOG chair
- Meeting with Board Governance Committee
- Attended Curriculum Committee meeting
- Attended Academic Governance Council meeting
- Meeting with VP Academic on EPIA process
- Attended campus conversations
- Working with Registrar on language around election rules & regulations

### **5.2 Planning and Standards Committee**

#### Chair Report (Verbal)

Committee met on October 31<sup>st</sup> to review the new Program Advisory Committee policy. Feedback is being reviewed by the proponent, then will be sent to the college community for comments.

Committee is meeting on Nov 21<sup>st</sup> to review the Program Review policy and will provide feedback to the proponent.

Minutes of meeting on October 31, 2025

### **5.3 Curriculum Committee**

#### Chair Report (Verbal)

Minutes of meeting on September 26, 2025 (HMC)

Minutes of meeting on October 24, 2025 (BIO & PHY)

#### **5.3.1 Course Revision – BIO 102 Principles of Modern Biology II**

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

**EFFECTIVE/START DATE: FA 2026**

#### *Discussion:*

Q: Indigenous and intercultural learning outcome not reflected in the course content

A: The aspiration behind this learning outcome is to ensure that when instructors look at their course, they are considering indigenous and intercultural perspectives not only in content but also is how the course is taught; how learning is facilitated and assessed.

This is not always possible in some of the science courses and is left to the instructors, however it provides an opportunity for instructors to seek guidance on how they can incorporate these principles into their courses. Margaret Hearnden and Sara Child provide regular workshops for faculty on incorporating Indigenous and intercultural principles into NIC courses and programs.

#### *Revisions:*

Remove “take” from course corequisite

#### *Fields Revised:*

- Course Content
- Course Learning Outcomes
- Evaluation of Student Learning

**MOTION CARRIED.**

**5.3.2 Course Revision – BIO 103 Principles of Modern Biology I**

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

**EFFECTIVE/START DATE: FA 2026**

*Discussion:*

Suggest leaving BIO 051 in this course as it's in the previously approved course. Registrar's office will watch for old courses no longer being offered in list of prerequisites in all courses and make appropriate changes.

*Revisions:*

Change to corequisite

*Fields Revised:*

- Course Content
- Course Learning Outcomes
- Evaluation of Student Learning

**MOTION CARRIED.**

**5.3.3 Course Revision – BIO 200 Cell Biology**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Added language in Course Description

*Fields Revised:*

- Course Content
- Course Description
- Course Learning Outcomes
- Evaluation of Student Learning

**MOTION CARRIED.**

**5.3.4 Program Revision – Heavy Mechanical Trades Foundation Certificate**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Wording in Additional Information should match other Trades programs

*Fields Revised:*

- Course Requirements
- Completion Requirements

**MOTION CARRIED.**

**5.3.5 New Course – HMC 145 Essential Skills and Safe Practices in the Heavy Mechanical Trades**

Moved by J. Fallis Starhunter / Seconded by J. Moreau **TO APPROVE THE NEW COURSE WITH REVISIONS.**

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Course Requirements spelling error

SkillTrades BC is one word

Verb changes in Learning Outcomes

**MOTION CARRIED.**

**5.3.6 New Course – HMC 146 Frames, Steering, and Suspension**

Moved by J. Fallis Starhunter / Seconded by M. Badger **TO APPROVE THE NEW COURSE WITH REVISIONS.**

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Rewrite first sentence in Course Description.  
Learning Outcome #5 fix to stem sentence.

**MOTION CARRIED.**

**5.3.7 New Course – HMC 147 Electrical Components and Systems - Fundamentals**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Reword Course Description

**MOTION CARRIED.**

**5.3.8 New Course – HMC 148 Braking Systems**

Moved by J. Fallis Starhunter / Seconded by P. Gaudet **TO APPROVE THE NEW COURSE WITH REVISION.**

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Wording and grammatical fixes to Course Description

**MOTION CARRIED.**

**5.3.9 Course Revision – HMC 139 Hydraulic Components and Systems - Fundamentals**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Grammatical fixes to Course Description

*Fields Revised:*

- Additional evaluation of student learning
- Course learning outcomes
- Course title
- Hours
- Course content

**MOTION CARRIED.**

**5.3.10 Course Revision – HMC 141 Engines and Supporting Systems - Fundamentals**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Wording changes to Course Description  
Comma to Student Evaluation

*Fields Revised:*

- Additional evaluation of student learning
- Course learning outcomes
- Course title
- Hours
- Course content

**MOTION CARRIED.**

**5.3.11 Course Revision – HMC 143 Cab and Trailer Structures and Systems**

Moved by J. Fallis Starhunter / Seconded by J. Moreau **TO APPROVE THE COURSE REVISION WITH REVISIONS.**

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*  
Spell out PPE  
Comma to Student Evaluation  
Remove capitals in Learning Outcomes

*Fields Revised:*

- Additional evaluation of student learning
- Course learning outcomes
- Course title
- Hours
- Course content

**MOTION CARRIED.**

**5.3.12 Course Revision – HMC 135 Powertrain Components and Systems - Fundamentals**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Comma in Additional Information

*Fields Revised:*

- Additional evaluation of student learning
- Course learning outcomes
- Course title
- Hours
- Course content

**MOTION CARRIED.**

**5.3.13 Course Revision – HMC 136 Welding in the Heavy Mechanical Trades**

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

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Spell out PPE in Learning Outcomes

Comma in Additional Information

Clarify language in Course Content re metals

*Fields Revised:*

- Additional evaluation of student learning
- Course content
- Course learning outcomes
- Hours

**MOTION CARRIED.**

**5.3.14 Course Revision – PHY 120 Principles of Physics I**

Moved by B. McIntosh / Seconded by M. Badger **TO APPROVE THE COURSE REVISION WITH REVISION.**

**EFFECTIVE/START DATE: FA 2026**

*Revisions:*

Remove MAT 067 from prerequisites.

*Fields Revised:*

- Course Content

**MOTION CARRIED.**

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**6. New Business – None**

**7. Information / Correspondence**

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

- **Update on the review process: Expedited Program Impact Assessment (EPIA)**

There may be work for Education Council as this process unfolds.

Initiated through the VP Academic's office in response to provincial mandate released in early fall.

Falls within overall umbrella of Strategic Enrollment Management (SEM) and the institute's program review process in response to ministry quality assurance process audit (QAPA).

EPIA contains two steps:

Step 1: ensuring programs align with the provincial mandate

Step 2: more in depth review of programs against three metrics (enrollment patterns, financial liability, and employment outcomes)

Outcomes of step 2 may be no change to program, program may be modified, suspended or cancelled following Policy 3-20.

The goal is to have the step 2 process completed and decisions made by the end of January.

7.2 Notice of Education Council Administration Appointment – Neil Cruickshank

**8. Meeting Evaluation – Roundtable Discussion**

Everyone agreed it was a good meeting. Members requested a more streamlined editing process of curriculum items prior to the meeting. The Curriculum chair encouraged members to join Curriculum Committee to facilitate that streamlining.

**9. Next Meeting – December 12, 2025**

**10. ADJOURNED AT 3:23pm**