

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, FEBRUARY 13, 2015

APPROVED

PRESENT: Caitlin Hartnett, Faculty, Mt. Waddington (Chair)
Tony Bellavia, Administration
Rachel Birch, Student, Comox Valley
Heidi Dean, Student, Campbell River (ITV)
Marie Ducharme, Faculty, Comox Valley
Kim Gibson, Faculty, Comox Valley
Kathleen Haggith, Administration
Peter Hoefgen, Student, Comox Valley
Shari Jakubiec, Support Staff, Comox Valley
Kathleen Kuhnert, Administration
Simon Mbah, Student, Comox Valley
Brent McIntosh, Faculty, Comox Valley
Bill Morrison, Faculty, Ucluelet (ITV)
Kelly Shopland, Support Staff, Comox Valley
Mary Pat Thompson, Faculty, Comox Valley
Vi Mundy, Board of Governors Representative (ITV)
Kara Foreman, Recording Secretary (RS)

REGRETS:

Lisa Domae, Administration
Darren George, Faculty, Campbell River
Sherri Wang, Faculty, Port Alberni
Jeff Wharton, Faculty, Campus Wide
John Bowman, President

1. Declaration of Quorum

C. Hartnett declared quorum at 12:33pm. She then acknowledged that Council was meeting on the traditional territory of the K'omoks peoples. She asked members to do a round table of introductions.

2. Adoption of Agenda

Moved by B. McIntosh / Seconded by K. Kuhnert TO APPROVE THE AGENDA FOR FEBRUARY 13, 2015.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by P. Hoefgen / Seconded by K. Shopland TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 12, 2014.

Approved as presented.

MOTION CARRIED

4. Business Arising – Election of Vice Chair

P. Nelson conducted the Vice Chair elections in place of Board Executive Assistant, R. Reid.

K. Gibson nominated K. Shopland for Vice Chair. K. Kuhnert seconded the nomination. There were no further nominations. K. Shopland was acclaimed as Vice Chair.

5. Committee Reports

5.1 Education Council Chair Update/Information

C. Hartnett reviewed her report and asked if there were any questions. There were none.

5.2 Planning and Standards Committee

Meeting minutes for 30 January 2015

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE POLICY 3-15 NEW COURSE AND COURSE REVISION APPROVAL.

Discussion:

K. Kuhnert stated that recent revisions to the Procedures of Policy 3-07 New Program Approval has resulted in a need to make revisions to the Guidelines in this policy and changes to Guidelines require Ed Council approval. The significant changes are related to a recognition that although externally mandated

courses (e.g. ITA courses) have course content that does not require EdCo approval, other aspects of curriculum such as student evaluation and instructor qualifications do require EdCo approval.

Q: What would happen if we had a problem with Worksafe BC or the Foodsafe Council?

A: Only courses that have an academic credential would come to Education Council so courses offered through Continuing Education such as Foodsafe wouldn't come to the EdCo table.

MOTION CARRIED

5.3 *Fast Track Committee*

Minutes of January 2015

Course Revision – CRM 101 Introduction to Criminology

Moved by T. Bellavia / Seconded by K. Shopland TO APPROVE THE COURSE REVISION

Rationale from form:

The additional evaluation scheme is necessary to take advantage of the student engagement tools available in the Learning Management System.

Discussion:

The department is working on a single evaluation scheme for all offerings of this course but for now they require a separate one for the online delivery.

It was noted that “scheduled” should be removed on the ACD under Delivery Methods.

Action Items:

The RS will make this change.

MOTION CARRIED.

Program Revision – Access Education Construction Labourer

Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION

Rationale from form:

In order for students to apply their class content/theory to the workplace a supervised work experience course is required. In addition, in order for a student to have Ministry Worksafe coverage, a work experience course must be designated as a required component within the program.

Discussion:

It was noted that the Completion Timeline should read, “Program length 444 hours.”

Action Items:

The RS will make this change.

MOTION CARRIED.

Program Revision – Employment Transition

Moved by T. Bellavia / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION

Rationale from form:

In order for students to apply their class content/theory to the workplace a supervised work experience course is required. In addition, in order for a student to have Ministry Worksafe coverage, a work experience course must be designated as a required component within the program.

Discussion:

None.

MOTION CARRIED.

Program Revision – Practical Nursing

Moved by T. Bellavia / Seconded by K. Gibson TO APPROVE THE PROGRAM REVISION

Rationale from form:

The minimum IELTS, CELBAN, and TEF scores are outlined in the *Practical Nursing Program Provincial Curriculum Document* which our program is required to adhere to. All language in this form was taken directly from the *Practical Nursing Provincial Curriculum* and the policies of our provincial regulatory body, CLPNBC.

Discussion:

None.

MOTION CARRIED.

5.4 *Curriculum Committee*

5.4.1 Minutes of Curriculum Meeting

January 23, 2015

Documents for Review

- 5.4.2 Program Revision – Activity Assistant Certificate**
Moved by T. Bellavia / Seconded by M. Thompson TO APPROVE THE PROGRAM REVISION
EFFECTIVE/START DATE: FA 2015
Rationale from form:
The 40 hour practice experience reflects delivery at island consortium institutions, i.e. Vancouver Island University and Camosun College. Reducing the practice hours allows students to complete within the five day period.
Discussion:
It was noted that the calendar pages are missing from this submission.
Action Items:
The RS will inquire whether these pages are required by Student Records (SRO) to process this revision. She subsequently confirmed that SRO did not require the calendar pages for this revision.
MOTION CARRIED.
- 5.4.3 Course Revision – HSR 170**
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2015
Rationale from form:
The 40 hours reflects delivery at island consortium institutions, as well as in care settings.
Discussion:
None.
MOTION CARRIED.
- 5.4.4 Items 5.4.4 and 5.4.5 were reviewed as a bundle.**
Course Revision – ENG 212 An Introduction to Canadian Literature I
Moved by T. Bellavia / Seconded by K. Gibson TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2015
Rationale from form:
[To provide] increased access for students.
Discussion:
None.
MOTION CARRIED.
- 5.4.5 Course Revision – ENG 213 An Introduction to Canadian Literature II**
As noted above.
- 5.4.6 Items 5.4.6 - 5.4.8 were reviewed as a bundle.**
Course Deactivation – ENG 032 Intermediate Writing Skills
Moved by T. Bellavia / Seconded by B. McIntosh TO APPROVE THE COURSE DEACTIVATION
EFFECTIVE/START DATE: FA 2015
Rationale from form:
ENG 032 [ENG 033, 034] is now folded into ENG 035. Offering Intermediate English as one course (ENG 035) rather than three (ENG 032, 033, 034) allows students to move more quickly through their upgrading and allows for a more holistic approach to the Intermediate English outcomes.
Discussion:
It was noted that BIO 051 and Metal Jewellery still have these courses listed as prerequisites.
Action Items:
The RS will notify the departments.
MOTION CARRIED.
- 5.4.7 Course Deactivation – ENG 033 Intermediate Sentence and Grammar Skills**
As noted above.
- 5.4.8 Course Deactivation – ENG 034 Intermediate Reading Skills**
As noted above.

5.4.9 PDW form revisions

Discussion:

T. Bellavia stated that this form has been revised based on feedback from Student Records. Two main changes are the addition of Program Learning Outcomes and Completion Requirements. He noted that there is a working group developing resources for curriculum developers to use such as samples and templates that will be available on the portal.

He also noted that Curriculum members suggested including whether a program had a lab or field school component to assist advisors when working with students with disabilities. It was noted that this information is provided when a program is being offered.

There was discussion about whether the location of the program should be listed and it was noted that the where and when of programs is not under Education Council's jurisdiction.

It was agreed that there should be a numbered list rather than bullets under Program Learning Outcomes for easier reference.

Action Items:

The RS will make this change.

6. New Business - None

7. For Information

7.1 Updated Election Rules and Regulations

K. Kuhnert stated that changes were related to the structure of faculty distribution with the intention of ensuring a fair representation among disciplines and campuses. There have been times when the Council has had vacant seats and sessional faculty have wanted to sit at the table but previous rules required that they had to be able to complete the two year term. Since no sessional faculty have two year contracts, this has made Council membership inaccessible to them. With these changes, regular faculty are considered first, then if there are still vacant seats, sessional faculty nominations will be considered. She stated that she hoped that these changes would help to encourage a full Council membership.

7.2 Appointment of Kathleen Haggith to Education Council

C. Hartnett stated that Kathleen Haggith has been appointed to replace Pat Rokosh on Education Council. She welcomed Kathleen to the table.

C. Hartnett also welcomed new student member, Rachel Birch.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – March 13, 2015

10. ADJOURNED AT 1:22pm