

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, APRIL 17, 2015

**APPROVED**

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**PRESENT:** Caitlin Hartnett, Faculty, Mt. Waddington (Chair)  
Tony Bellavia, Administration  
Rachel Birch, Student, Comox Valley  
Lisa Domae, Administration  
Darren George, Faculty, Campbell River  
Peter Hoefgen, Student, Comox Valley  
Shari Jakubiec, Support Staff, Comox Valley  
Kathleen Kuhnert, Administration  
Brent McIntosh, Faculty, Comox Valley  
Bill Morrison, Faculty, Ucluelet (ITV)  
Kelly Shopland, Support Staff, Comox Valley  
Mary Pat Thompson, Faculty, Comox Valley  
Sherri Wang, Faculty, Port Alberni (ITV)  
Vi Mundy, Board of Governors Representative (ITV)  
John Bowman, President  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Heidi Dean, Student, Campbell River (ITV)  
Marie Ducharme, Faculty, Comox Valley  
Kim Gibson, Faculty, Comox Valley  
Kathleen Haggith, Administration  
Simon Mbah, Student, Comox Valley

**1. Declaration of Quorum**

C. Hartnett declared quorum at 12:30pm.

**2. Adoption of Agenda**

Moved by **B. McIntosh** / Seconded by **K. Kuhnert** TO APPROVE THE AGENDA FOR APRIL 17, 2015.

**MOTION CARRIED**

**3. Review of Minutes of the Meeting**

Moved by **P. Hoefgen** / Seconded by **S. Jakubiec** TO APPROVE THE MINUTES OF THE MEETING OF MARCH 13, 2015.

Approved as presented.

**MOTION CARRIED**

**4. Business Arising – None**

**5. Committee Reports**

**5.1 Education Council Chair Update/Information**

C. Hartnett reviewed her report and added that she has been continuing work on the curriculum orientation package with the subcommittee of Brent, Terry, Kelly and Tony. They are hoping to have a blackboard site where faculty can go to orient themselves in the curriculum development process.

**5.2 Planning and Standards Committee**

Meeting minutes for 27 March 2015

K. Kuhnert stated that K. Gibson chaired the meeting in her absence. The committee reviewed the final revisions to policy 4-13 Placement Assessment. It was then posted to the college community for feedback.

Moved by **K. Kuhnert** / Seconded by **B. McIntosh** TO RESCIND POLICY 4-05 ASSESSMENT FEES AND TO APPROVE POLICY 4-13 PLACEMENT ASSESSMENT EFFECTIVE IMMEDIATELY.

K. Kuhnert stated that M. Ducharme took a lead role in this revision. The policy was well overdue

to be revised. Assessment fees are addressed within policy 4-13 making policy 4-05 redundant. Main revisions include change in policy title and adding Guideline #4. Our website is now consistent with the new language in the policy. The procedures now address retesting and have simplified the language.

**Discussion:**

Q: We have Accuplacer for Math. Will be using it for any other testing?

A: There are no current plans for this. We have Cat 3 & 4 which are standardized tests. There has been discussion about English and Accuplacer, but there is not a lot of support to move forward with this yet. Accuplacer has been successful with Math but we're not as confident with English. Students can do Cat 4 on Blackboard so it is accessible online.

**MOTION CARRIED**

**5.3 Fast Track Committee**

No meeting

**5.4 Curriculum Committee**

**5.4.1 Minutes of Curriculum Meeting**

March 27, 2015

**Documents for Review**

**5.4.2 Program Revision – Metal Jewellery Design Certificate**

**Moved by T. Bellavia / Seconded by M. Thompson TO APPROVE THE PROGRAM REVISION**

**EFFECTIVE/START DATE: FA 2015**

***Rationale from form:***

*English entrance requirements to change from ENG 034 to ENG 035 as ENG 034 has been deactivated.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.3 New Course – THM 275 Food Fundamentals & Service**

**Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE**

**EFFECTIVE/START DATE: FA 2015**

***Rationale from form:***

*Food production is an integral part of all hospitality programs and is included as a core requirement in the Provincial Hospitality Core Curriculum. When restructuring the T&H program two years ago it was felt that food production could be absorbed into the year one Food & Beverage Service course. Unfortunately we have been unable to meet the outcomes to a satisfactory level under this model and would like to revert to a full food preparation course which will better prepare hospitality graduates for the workforce. This course will allow students to build on food service and management skills acquired in year one. It will also be a positive response to student feedback that there aren't enough applied courses in the program.*

**Discussion:**

Q: Item #34, should there be a discipline chosen for university transfer?

A: No, this question is for academic programs. Transfer would be into Tourism & Hospitality programs.

Q: Item #43, lab fee listed as \$225. Is this in addition to credit fees, and isn't there a limit to lab fees? This seems high.

A: The fee consultation section is not under EdCo's purview. It is information for the Board of Governors. Normally there is no fee listed here.

**MOTION CARRIED.**

**5.4.4 Program Revision – Global Tourism & Hospitality Mgmt Advanced Certificate**

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

**EFFECTIVE/START DATE: FA 2015**

***Rationale from form:***

*The Certificate/first year of the Diploma has 30 credits (plus BUS 500 Internship for the Diploma students). Students in the program expressed concerns about their ability to be successful when carrying 10 academic course at a 200/200 level as well as prepare for Internship (Diploma students only). Students expressed a desire for more tourism-related programming.*

**Discussion:**

Feedback; this will be a good change for students.

**MOTION CARRIED.**

**5.4.5 Program Revision – Global Tourism & Hospitality Mgmt Advanced Diploma  
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE PROGRAM  
REVISION**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*See previous Certificate program revision.*

**Discussion:**

Comment; THM 275 has 3 credits but is 90 hours. Half of those hours are lab time so it does comply with policy.

**MOTION CARRIED.**

**5.4.6 Program Revision – Tourism & Hospitality Mgmt Diploma (all options)  
Moved by T. Bellavia / Seconded by K. Shopland TO APPROVE THE PROGRAM  
REVISION**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*See previous [Global] Certificate program revision.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.7 Course Revision (Deactivation) THM 238 Services Management & Operations  
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE COURSE  
DEACTIVATION**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*Some course outcomes are covered in other courses (i.e. marketing and leadership). Overall student feedback was that an applied setting would be more beneficial for teaching service management. A Food Fundamentals & Service course will replace this course.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.8 Program Revision – BBA Degrees (all options)  
Moved by T. Bellavia / Seconded by K. Shopland TO APPROVE THE PROGRAM  
REVISION**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*The current BSAM Certificate is quite math heavy. MAT 115 has proven to be a very challenging course for some of our first year Business students to grasp and pass. This is particularly true of our Marketing and Management students. We want to guard against first year students from being so frustrated that it influences them not to return for year 2 of our program (program retention is important). Further to this, our department feels strongly that a background in statistics is not necessary for students leaving us with a certificate. This course is better placed at a 2<sup>nd</sup> year level (diploma level).*

**Discussion:**

This is a consistent practice across the province not to have this as a first year course.

**MOTION CARRIED.**

**5.4.9 Program Revision – BSAM Certificate**

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

**EFFECTIVE/START DATE: FA 2015**

*Rationale from form:*

*See previous rationale for BBA degrees (all options).*

*Discussion:*

None.

**MOTION CARRIED.**

**5.4.10 Program Revision – BSAM Diploma (all options)**

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

**EFFECTIVE/START DATE: FA 2015**

*Rationale from form:*

*See previous rationales.*

*Discussion:*

None.

**MOTION CARRIED.**

**5.4.11 Discussion re Curriculum Committee recommendations**

- *Creating an efficient process for implementing curriculum housekeeping items by Student Records Office (e.g. ENG 035)*

T. Bellavia stated that with changes such as the implementation of ENG 035 to replace ENG 032, 033 & 034, faculty are having to go through all their prerequisites to make this change to their ACDs. This is unnecessarily cumbersome when a change affects so many program areas. Another example of this are recent changes to the credit structure for ABE, ESL and ASD courses wherein 50 courses have new credit values attached. Based on our current approval system, we would have 50 separate submissions for EdCo approval, all with the same rationale. Curriculum Committee would like to recommend that Education Council form a subcommittee to establish a more efficient process for allowing SRO to make these changes all at once.

- *Establishing a subcommittee to create this process*

Volunteers for subcommittee:

S. Jakubiec, K. Shopland, S. Wang, M. Jones and C. Hartnett

**ACTION ITEM:** C. Hartnett will send an invitation for the first meeting.

**6. New Business - None**

**7. For Information**

*Presented by John Bowman*

**7.1 College Plan 2015/16 to 2019/20 Update**

- College Plan 2020 - Feedback
- Environmental Scan highlights
- Strategic Priorities and Goals
- Mandate, Mission Statement, College Values, Vision

J. Bowman provided an overview of the current state of the College Plan. He stated that the plan is now online and he encouraged members to review it and provide feedback. He invited members to the college plan luncheon on April 21<sup>st</sup>.

*Discussion Overview:*

- Addressing the unique needs of the college's diverse communities and effectively communicating how the overall plan will affect each.
- Developing ways to promote NIC's cross-cultural communities, including building a multi-purpose facility for community-building events.
- Encouraging members to use their social media connections to encourage feedback and participation from our external stakeholders.

**Notice of Rescheduled June Meeting**

The college end-of-year celebration is scheduled for June 12<sup>th</sup> so the EdCo meeting will now be held on June 5<sup>th</sup> instead. As a result Planning & Standards and Curriculum Committee meetings will both be held on May 22<sup>nd</sup> at their usual time.

- 8. Meeting Evaluation – Roundtable Discussion**  
It was generally agreed that it was a good meeting.
- 9. Next Meeting – June 5, 2015**
- 10. ADJOURNED AT 1:37pm**