

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, MAY 15, 2015**

APPROVED

PRESENT: Caitlin Hartnett, Faculty, Mt. Waddington (Chair)
Tony Bellavia, Administration
Rachel Birch, Student, Comox Valley
Lisa Domae, Administration
Marie Ducharme, Faculty, Comox Valley
Darren George, Faculty, Campbell River
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)
Kara Foreman, Recording Secretary (RS)

REGRETS: Heidi Dean, Student, Campbell River (ITV)
Kim Gibson, Faculty, Comox Valley
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

1. Declaration of Quorum

C. Hartnett declared quorum at 12:30pm.

2. Adoption of Agenda

Moved by **P. Hoefgen** / Seconded by **B. McIntosh** TO APPROVE THE AGENDA FOR MAY 15, 2015.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by **R. Birch** / Seconded by **K. Kuhnert** TO APPROVE THE MINUTES OF THE MEETING OF APRIL 17, 2015.

Approved as presented.

MOTION CARRIED

4. Business Arising – None

5. Committee Reports

5.1 Education Council Chair Update/Information

The Chair took a moment to acknowledge and thank the Komoux First Nation for sharing their territory with us.

C. Hartnett noted that the highlight of her report was her attendance at the Academic Governance Council (AGC) Meeting. The AGC meets twice annually and consists of chairs and vice chairs of Education Councils and Senates in BC. They discuss issues and share knowledge and resources. Many of the province's Ed Councils are facing significant challenges in creating effective curriculum development processes and some institutions have greater resources than others to implement solutions. The overall discussion included:

- working on chart to see where institutions align re hours and credits with degrees and certificates
- assigning specific seats for indigenous representation on Education Council (this would require changes to the College & Institute Act and AGC members agreed to continue the discussion at the Fall meeting.) It was noted that the University of the Fraser Valley has an indigenization subcommittee on their Senate.

- BCCAAT representatives talked about working on a framework for flexible associate degrees in specialized studies; inter-disciplinary and experiential education is on their radar
- some colleges have orientation lectures and workshops in place to educate students, faculty and staff on governance and the Act. They have found this helps generate interest in participating on Ed Council.

5.2 *Planning and Standards Committee*

No meeting

K. Kuhnert stated that two policies would be reviewed at the next P&S meeting on May 22 and hopefully would be ready for EdCo's review in June.

5.3 *Fast Track Committee*

March/April 2015 Minutes

5.3.1 **ABE/ESL/ASD course revisions – applying tuition and credit values**

Moved by T. Bellavia / Seconded by B. McIntosh TO APPROVE THE ABE COURSE REVISIONS

EFFECTIVE/START DATE: FA 2015

Rationale from form:

March 26, 2015 NIC Board of Governors approved a tuition bylaw for upgrading courses. Next step is to apply credit values in a manner that accounts for enrolment patterns. Although this doesn't fall under Education Council's purview, it's important to note the NIC's upgrading tuition will, on average, be lower than most other institutions in the province.

Discussion:

Q; Will this affect funding from independent agencies with regard to required credit values?

A; Feedback from the First Nations Advisory Committee was that it had to be 3 courses so the credit changes shouldn't affect funding.

There was some confusion about the hours in the ABE & ESL charts. As this isn't relevant to the revisions, this column will be removed on both charts.

MOTION CARRIED.

Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE ESL/ASD COURSE REVISIONS

EFFECTIVE/START DATE: FA 2015

Rationale from form:

Same as above

Discussion:

Q; Re AED courses – similar courses are offered through local recreation centres at a lower cost. How will NIC work around that?

A; AED courses are designed for students at a low literacy level and they have to proceed through an interview process. There are no prerequisites on the courses.

MOTION CARRIED.

5.3.2 **Program Revision – Access Education Construction Labourer Program**

Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2015

Rationale from form:

These work experience courses are required as the current course (AED017) has a maximum number of hours of 40. All work experiences must be fully documented in order for valid Ministry Worksafe coverage.

Discussion:

Q; Does it have to be unpaid work? Is it possible to include paid work?

A; If the student had an opportunity for paid work, it would be considered.

Q; How will the work experience be coordinated and monitored?

A; Students are supported by faculty and assigned mentors.

Changes Required (RS)

Completion Timelines; change 444-554 to 504-594.

Typos; Pg 2
Completion Requirement; add “enrolled”

MOTION CARRIED.

- 5.3.3 Items 5.3.3 & 5.3.4 were taken together
New Course – AED 018 Advanced Work Experience I
Moved by T. Bellavia / Seconded by S. Mbah TO APPROVE THE NEW COURSES
EFFECTIVE/START DATE: FA 2015**

Rationale from form:

Students in the Construction Labourer Program, require this advanced unpaid work experience in order to generalize their skills to actual jobs.

Discussion:

Concern was expressed about the way the learning outcomes were written. They need to be measurable. Council recommended this go back to the developer to be cleaned up.

Changes Required (SD - developer)

#19 rewrite learning outcomes (including typos)

#15 course description – clarify work experience and “generalize”

#13 typo

#22 typo

TABLED.

- 5.3.4 New Course – AED 019 Advanced Work Experience II
Same as above**

5.4 Curriculum Committee

- 5.4.1 Minutes of Curriculum Meeting
April 24, 2015**

Documents for Review

- 5.4.2 Course Revision – ENG 230 Selected Topics in Literature
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE COURSE
REVISION
EFFECTIVE/START DATE: FA 2015**

Rationale from form:

To remove unnecessary barriers to ENG 230 and bring the pre-reqs in line with pre-reqs for 2nd year literature courses at other BC colleges and universities.

Discussion:

None

MOTION CARRIED.

- 5.4.3 Course Revision – CRM 241 Introduction to Corrections
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE COURSE
REVISION
EFFECTIVE/START DATE: FA 2015**

Rationale from form:

CRM 241 does not require skills and knowledge developed in CRM 131. CRM 241 is an introductory course.

Discussion:

None

MOTION CARRIED.

- 5.4.4 Program Revision – Adventure Guiding Certificate
Moved by T. Bellavia / Seconded by P. Hoefgen TO APPROVE THE PROGRAM
REVISION
EFFECTIVE/START DATE: FA 2015**

Rationale from form:

Assessment tests were restructured in 2014 with the result that MAT 033 now meets the needs of the Adventure Guiding program.

Discussion:

None.

MOTION CARRIED.

**5.4.5 New Course – TMA 225 Purchasing for Food Service Operations
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW
COURSE**

EFFECTIVE/START DATE: FA 2015

Rationale:

The department offer 24 courses in partnership with the American Hotel & Lodging Educational Institutions (AHLEI). While other AHLEI courses are 1.5 credits, this course will be offered as a 3 credit course and available to NIC Tourism & Hospitality Management and Global Tourism & Hospitality Management students as an online elective.

Discussion:

None

Changes required: (RS)

#5 typo in 1st paragraph & numbered list instead of bullets

#19 number the learning outcomes

Fee should be removed from Fee Consultation form (not EdCo related)

MOTION CARRIED.

**5.4.6 New Course – TMA 320 Directed Independent Studies in Tourism
Moved by T. Bellavia / Seconded by S. Mbah TO APPROVE THE NEW COURSE**

EFFECTIVE/START DATE: FA 2015

Rationale:

This course will provide students with the opportunity to engage in a research project or study outside of the traditional classroom environment and, if appropriate, outside of the traditional academic semester.

Discussion:

There was a lengthy discussion about our policies around research ethics and whether something about research ethics should be embedded in the Learning Outcomes. It was agreed that if a student embarks on a research project, they must comply with NIC's research ethics policy. Concern was expressed about whether this was adequate in current practice.

Changes required: (RS)

#5 typo

MOTION CARRIED with 1 abstention.

**5.4.7 New Course – AED 041 Computer Foundations
Moved by T. Bellavia / Seconded by P. Hoefgen TO APPROVE THE NEW COURSE**

EFFECTIVE/START DATE: FA 2015

Rationale from form:

This course offers a one semester course in foundational computer skills for students in ASD.

Discussion:

Concern was expressed about the way the Learning Outcomes were written. Council agreed to approve the CDW as long as changes were made.

Changes required: (SD developer)

#11 clarify totals with check mark

#19 typo and wording

MOTION CARRIED.

**5.4.8 New Course – AED 042 Budgeting and Managing Your Money
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE**

EFFECTIVE/START DATE: FA 2015

Rationale from form:

This course enables students to develop budgeting and money management skills.

Discussion:

None

Changes required: (SD developer)

#19 typos

MOTION CARRIED.

- 5.4.9 New Course – AED 043 Customer Service**
Moved by T. Bellavia / Seconded by D. George TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2015

Rationale from form:

We have had requests for this course over the years and have not had an ACD for it. As our students move into jobs that are service industry-based, this course enhances their employment.

Discussion:

None

MOTION CARRIED.

- 5.4.10 New Course – AED 044 Workplace Organizational Skills**
Moved by T. Bellavia / Seconded by R. Birch TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2015

Rationale from form:

[There is a] gap in course offerings that address organizational skills. Organizational skills are essential for success in the workplace and in personal life.

Discussion:

There was a question about the vagueness of “a selection of” in the Learning Outcomes. It was agreed that the department should be asked about this.

Changes required: (SD developer)

#15 typos

#19 wording clarification

MOTION CARRIED.

- 5.4.11 New Course – AED 045 Basics of Emergency First Aid**
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2015

Rationale from form:

Students wishing to take the St. John’s Ambulance or the Red Cross emergency first aid certificate course frequently require more preparation and practice time to master the multiple topics. This course offers the necessary preparation for this cohort of students. Other students will learn many emergency safety skills in the course as a stand-alone learning experience.

Discussion:

There was a question about whether there is an experiential component to this course; should this be a lab.

Changes required: (SD developer)

#11 clarify if lab

#19 number the outcomes

MOTION CARRIED.

- 5.4.12 New Course – AED 046 Introduction to Inspiration Computer Program**
Moved by T. Bellavia / Seconded by D. George TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2015

Rationale from form:

This course provides instruction specific to Inspiration Program installed in NIC computer labs for students who benefit from visual/graphic organizers.

Discussion:

None

Changes required: (SD developer)

#19 typo (#3)

MOTION CARRIED.

- 5.4.13 New Course – AED 047 Emergent Literacy**

Moved by T. Bellavia / Seconded by B. McIntosh TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2015

Rationale from form:

An entry level literacy course is required for students to progress through literacy learning. This course is where students can work on emergent literacy skills.

Discussion:

Clarification required from the department in Learning Outcomes regarding “a number of.”

Changes required: (SD developer)

#19 wording

MOTION CARRIED.

5.4.14 New Course – AED 057 Advanced Literacy

Moved by T. Bellavia / Seconded by S. Mbah TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2015

Rationale from form:

There is a need for allowing students to progress through literacy learning programming. This course will provide students a higher level course to work on continuing their literacy skills past the basic level.

Discussion:

Clarification about “a number of” in Learning Outcomes required.

Changes required: (SD developer)

#19 wording clarification and numbered list

MOTION CARRIED.

5.4.15 Curriculum Subcommittee progress report

C. Hartnett stated that the committee is continuing to develop an orientation for faculty to assist them in moving through the curriculum development process. They hope to have something in place in September.

6. New Business - None

7. Information - None

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – TBD – new academic year; schedule to be determined

10. ADJOURNED AT 1:55pm