

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, JUNE 5, 2015

**APPROVED**

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**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  
Shari Jakubiec, Support Staff, Comox Valley  
Mary Pat Thompson, Faculty, Comox Valley  
Bill Morrison, Faculty, Ucluelet (ITV)  
John Bowman, President  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Heidi Dean, Student, Campbell River  
Kim Gibson, Faculty, Comox Valley  
Peter Hoefgen, Student, Comox Valley  
Kathleen Kuhnert, Administration  
Simon Mbah, Student, Comox Valley  
Brent McIntosh, Faculty, Comox Valley  
Kelly Shopland, Support Staff, Comox Valley  
Sherri Wang, Faculty, Port Alberni  
Vi Mundy, Board of Governors Representative

**1. Declaration of Quorum**

C. Hartnett declared quorum at 12:30pm. She acknowledged and thanked the Komoks First Nation for sharing their traditional territory with us.

**2. Adoption of Agenda**

**Moved by T. Bellavia / Seconded by R. Birch TO APPROVE THE AGENDA FOR JUNE 5, 2015.  
MOTION CARRIED**

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

**Moved by S. Jakubiec / Seconded by B. Morrison TO APPROVE THE MINUTES OF THE MEETING OF MAY 15, 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 stated that there was a good turnout for the College Plan community feedback session in Port McNeill on June 1<sup>st</sup>.

**5.2 Planning and Standards Committee**

Minutes of meetings May 22 & 25

K. Kuhnert was absent so C. Hartnett stated that there were policies undergoing review which would be brought forward to Ed Council in the fall.

**5.3 Fast Track Committee**

Minutes of May 2015

**5.3.1 New Course – Lather: Wall and Ceiling Installer Module A**

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

**EFFECTIVE/START DATE: SP 2015**

**Rationale from form:**

*Meeting regional labour market needs. (ITA directed curriculum)*

**Discussion:**

Q; Is module A equal to year 1, 2 etc of apprenticeship or is this a pre-apprenticeship?

A; ITA has taken a new approach to both pre-apprenticeship and foundation training. Where they used to be separate, there are now blended models. A person can start an “all apprenticeship stream” or they can start with this foundation stream and it will lead to the same path where previously it didn’t. Modules A & B are the terms used by ITA to describe this path in this program. There is no foundation program in this particular trade but it is the modules that combine both the foundation and the apprenticeship leading to a brand new Red Seal in the province.

Q; Do you have to have an employer sponsor you to become a registered apprentice?

A; These modules are a direct response to the needs of the two North Island hospitals under construction. They have agreed to take these students on.

Island Health identified a need for these workers, went to the ITA and asked them to fund this program at NIC so they would have the people they needed. Funding came with a very short time window which is why this was fast tracked.

Q; Isn’t there usually program attached to new courses?

A; NIC has only received funding for the two courses and has no plans for an ongoing program.

**MOTION CARRIED.**

**5.3.2 New Course – Lather: Wall and Ceiling Installer Module B  
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW  
COURSE**

**EFFECTIVE/START DATE: SP 2015**

**Rationale from form:**

*Meeting regional labour market needs. (As above)*

**Discussion:**

None.

**MOTION CARRIED.**

**5.3.3 New Course – EMP 010 Internship – Applied Business**

This course does not require Education Council approval. It was included to provide context for items 5.3.4 – 5.3.7. It is a part-time vocational, non-credentialed course. (like Cat B)

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*An internship work placement is a required and valued component in three Post-Degree Diplomas – Global Tourism & Hospitality Management Advanced Diploma, Global Business Management and Pre Professional Accountant. We currently do not offer an pre-placement support for our students who are expected to find their own internship placement. The chances of students obtaining a meaningful internship in their field of studies will be greatly increased if we provide assistance and support in the form of a mandatory online workshop. Some form of mandatory seminar, workshop or course to prepare the students for the workplace is the norm at most institutions that have mandatory work placements.*

**Discussion:**

None

**5.3.4 Course Revision – BUS 500**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE COURSE  
REVISION.**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*We currently do not have any pre-placement support to help students succeed with securing their internship placement and completing a successful work term. Students must complete EMP 010 Internship Workshop in order to register for BUS 500. This will fill that void and better prepare students for the workplace.*

*Discussion:*

**ACTION:** (RS) Prerequisite language; can remove the title of the course

**MOTION CARRIED.**

**5.3.5 Program Revision – BBA PDD Pre Professional Accountant**

**Items 5.3.5 – 5.3.7 were taken together**

Moved by T. Bellavia / Seconded by D. George **TO APPROVE THE THREE (3) PROGRAM REVISIONS**

**EFFECTIVE/START DATE: FA 2015**

*Rationale from form:*

*There is currently no pre-placement workshop/course for the mandatory BUS 500 internship work placement. Students will receive the relevant support and resource materials they require to plan their internship with this online course.*

*Discussion:*

There was confusion about whether this is an Admission Requirement or a Program Completion Requirement. It was agreed that this is a Program Requirement.

**MOTION CARRIED.**

**5.3.6 Program Revision – BBA PDD Global Business Management**

See above

**5.3.7 Program Revision – Global Tourism & Hospitality Management Advanced Diploma**

See above

**ACTION:** (RS) On program revision; change THM 500 to THM 390

**5.4 Curriculum Committee**

Minutes of Curriculum Meeting – May 22, 2015

Documents for Review

**5.4.1 Program Revision – BBA PDD Pre Professional Accountant**

**Items 5.4.1 – 5.4.2 were taken together**

Moved by T. Bellavia / Seconded by M. Thompson **TO APPROVE THE TWO (2) PROGRAM REVISIONS**

**EFFECTIVE/START DATE: FA 2015**

*Rationale from form:*

*This stipulation is already in our 1 year PDDs and needs to be added to year 2 PDDs as well. [This] clarifies requirements and reduces misunderstandings.*

*Discussion:*

None.

**MOTION CARRIED.**

**5.4.2 Program Revision – BBA PDD Global Business Management**

See Above

**5.4.3 Program Revision – BSAM 1 year PDDs**

Moved by T. Bellavia / Seconded by D. George **TO APPROVE THE PROGRAM REVISION**

**EFFECTIVE/START DATE: FA 2016**

*Rationale from form:*

*Many of our IE students are struggling greatly with the oral, written and listening skills that are taught in this course. These skills are in great practical demand in the Canadian workforce. Both 2 year PDDs include ENG 160 in their programs; none of the 1 year PDDs do. This is a disservice to our IE students.*

*Discussion:*

None.

**MOTION CARRIED.**

**5.4.4 Program Revision – Adventure Guiding Certificate**

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

**EFFECTIVE/START DATE: FA 2015**

***Rationale from form:***

*Providing an option would allow the program more flexibility in meeting the needs of diverse groups including contract services. Students enrolled in the scheduled Adventure Guiding Certificate program (starting in September) would be advised/required to enroll in the same class as the rest of the cohort.*

***Discussion:***

None.

**MOTION CARRIED.**

**5.4.5 Program Revision – Global Tourism & Hospitality Advanced Certificate  
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Changing the 300/400 level elective to an open elective will provide students with a wider range of choices. Students have expressed interest in taking other courses that better meet their personal goals (i.e. languages, other tourism courses, social sciences). Students can still choose to take a 300/400 level elective if they wish.*

***Discussion:***

None.

**MOTION CARRIED.**

**5.4.6 New Course – THM 390 Internship – Tourism & Hospitality  
Moved by T. Bellavia / Seconded by M. Thompson TO APPROVE THE NEW COURSE**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Work placement is a required and valued component in both the Global Tourism & Hospitality Management Advanced Diploma and the Tourism & Hospitality Management Diploma. The T&H diploma utilizes a Cooperative Education program which is successful in part because students commit to their work experience during the summer and for a length of time that meets the needs of tourism employers.*

*Currently the Advanced Global Tourism students are required to take BUS 500 Internship – Applied Business where the parameters are much broader to meet the varied needs of Business students. We feel the value of the internship opportunity will be greatly enhanced if the parameters of the internship course are more closely aligned to that of the Coop course as well as the needs of tourism employers. The proposed THM 390 Internship would differ from BUS 500 in that:*

- *Students would be required to seek employment in tourism or hospitality businesses*
- *Required hours will increase from 180 to 360 (approximately 12 weeks) maximizing the learning opportunity for students and ensuring employers there is a reasonable commitment during their peak season*
- *Students will be required to undertake their internship during the summer between year one and year two of the diploma program*
- *The requirement for an academic paper as part of the evaluation process would be eliminated.*

***Discussion:***

Q; Will the department want to add EMP 010 to the prerequisites?

A; Yes.

**ACTION:** (RS) will make this change and advise the department chair.

**MOTION CARRIED.**

**5.4.7 Program Revision – Global Tourism & Hospitality Advanced Diploma  
Moved by T. Bellavia / Seconded by R. Birch TO APPROVE THE PROGRAM REVISION**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Limiting students to 300/400 level electives narrows their choices considerably and prevents them from taking language, tourism electives or other courses that they might be interested in. With open electives in year one and 200 level electives in year two, students still have the option to take 300/400 level courses if they choose. BUS 500 Internship requires 180 hours which can be taken on a PT or FT basis at any point in the program. Tourism students would maximize their learning potential and long term career prospects by working full time during peak season. An extended commitment to the industry would benefit both the student and the employer but these expectations need to be clear to students.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.8 New Course – THM 340 Field School - Tourism**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE**

**EFFECTIVE/START DATE: FA 2015**

**Rationale from form:**

*A field school will provide an opportunity for students to explore a specific topic of interest in depth and enhance their classroom learning while in a different cultural context. Students will enhance their intercultural skills, explore tourism themes from a different perspective and integrate theory in a real-world setting.*

**Discussion:**

Q; Will this be offered as an elective?

A; Yes.

Q; What strategy will be used to determine competencies in #20 Student Evaluation? And why “during the trip?”

It was agreed that this item will be tabled until the department clarifies. EdCo members will review the clarification and provide approval electronically.

**ACTION:** (RS)

#15 Add double quotes to “behind the scenes”

#20 Ask department for clarification. Once received, send to members for electronic approval.

**TABLED.**

**Subsequently;** The department provided clarification which was approved by Council electronically.

**5.4.9 Program Revision – Bachelor of Science in Nursing**

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

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Admission is moving from first qualified, first served to a competitive/selective entry admission. Applicants must meet the acceptable pre-requisite requirements.*

**Discussion:**

Q; How long is the wait list?

A; Two years but the department is moving through it quickly and anticipate accepting applications in the next couple of years.

There was a discussion about how this change will impact student access.

After discussion, it was agreed that the department faculty would be asked to review adding “or equivalent” to the Math and English requirements.

There was a suggestion that the department review the Web FAQ Tab to ensure the competitive entry requirements are clear. (This is not an EdCo field; just a recommendation.)

**1 OPPOSED  
MOTION CARRIED.**

**6. New Business - None**

**7. Information**

**7.1 College Plan 2020 Draft dated June 2<sup>nd</sup>**

J. Bowman provided an update on the ongoing development of the College Plan.

He made some general comments about the community consultation process and gave a brief summary of some of the feedback from both inside the college community and from our organizational partners outside the college. He also reviewed the nine priorities in the plan. He stated that a final draft of the priorities and goal statement will be going to the Board of Governors at the end of June but he welcomed further feedback before then.

A mockup of the complete College Plan will be developed over the summer and the College Plan Committee (CPC) will meet again in September to review the complete draft.

**7.2 Discussion re adding Fast Track appendix to Bylaws**

C. Hartnett stated that in September she would like to strike a subcommittee to review the Fast Track processes and procedures, and create an Appendix for same in the Education Council Bylaws. She asked for interested volunteers (in addition to Fast Track Committee members) to contact her or the Recording Secretary. S. Jakubiec volunteered.

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting.

There was a concern expressed about the low attendance at the meetings. It was noted that there is a need for faculty members on Curriculum Committee.

Appreciation was expressed for being able to attend the meeting in person rather than ITV.

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

**10. ADJOURNED AT 2:15pm**