

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, OCTOBER 16, 2015

APPROVED

PRESENT: Caitlin Hartnett, Faculty, Mt. Waddington (Chair)
Tony Bellavia, Administration
Lisa Domae, Administration
Marie Ducharme, Faculty, Comox Valley
Tal Evans, Student, Comox Valley
Darren George, Faculty, Campbell River
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
RaeAnn Hartman, Faculty, Comox Valley
Ulysse Ishimwe, Student, Comox Valley
Shari Jakubiec, Support Staff, Comox Valley
Kathleen Kuhnert, Administration
Dennis Lightfoot, Faculty, Comox Valley
Judith Marriott, Faculty, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Mac Newton, Faculty, Comox Valley
Bill Morrison, Faculty, Ucluelet (ITV)
John Bowman, President
Kara Foreman, Recording Secretary (RS)

REGRETS: Mariah Carpenter, Student, Campbell River
Peter Hoefgen, Student, Comox Valley
Vi Mundy, Board of Governors Representative
Mary Pat Thompson, Faculty, Comox Valley

1. Declaration of Quorum

C. Hartnett declared quorum at 12:31pm and called for a round of introductions. New members were welcomed.

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE AGENDA FOR OCTOBER 16, 2015.

Addition: K. Kuhnert stated that she would be adding a motion to rescind Policy 4-03 following the approval of Policy 3-31.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by S. Jakubiec / Seconded by D. George TO APPROVE THE MINUTES OF THE MEETING OF JUNE 5, 2015.

Approved as presented.

MOTION CARRIED

4. Business Arising

4.1 Chair and Vice Chair elections (Terms commencing January 1, 2016)

- Dennis Lightfoot acclaimed as Chair
- Brad Harsell acclaimed as Vice Chair

4.2 Appointment of Standing Committee Chairs

- Kathleen Kuhnert re-appointed as Chair of Planning & Standards Committee
- Kathleen Haggith newly appointed as Chair of Curriculum Committee

4.3 Confirmation of Standing Committee Members

- Current committee members were confirmed

4.4 Call for new members of Standing Committees

New members as follows:

Curriculum Committee:

- Brad Harsell

Planning & Standards Committee:

- Judith Marriott
- RaeAnn Hartman

Fast Track Committee

- Kathleen Haggith as Chair
- Dennis Lightfoot as EdCo Chair (commencing January 1, 2016)
- Tal Evans
- Mac Newton
- Darren George

5. **Committee Reports**

5.1 ***Education Council Chair Update/Information***

C. Hartnett reviewed her report and stated that she was in the process of arranging to have Weldon Cowan deliver a presentation on the importance of governance to the NIC college community.

5.2 ***Planning and Standards Committee***

Minutes of October 2nd

K. Kuhnert referenced Policy 4-07 Invigilating External Exams for information only. It will be rescinded by the Senior Education Team (SET). She stated that it was first developed in 1994 and prior to the implementation of the NIC website when many policies were used to advertise services the college provided. This is a service offered through the Assessment Department and the department has detailed procedures to guide delivery. As a result this policy is redundant.

Discussion:

Q: Regarding the cost recovery aspect; a concern was expressed about the fees required for a student who doesn't fit into a regular testing period. According to this policy, they will be asked to pay a \$110 fee for each exam. Most of these students are taking courses through Athabasca and TRU who are big competitors in distance education. These are the best demographic NIC can capture; successful online students in our communities who are not attending NIC. When they come into the college to write exams it is an opportunity to show them that they can find the same courses at a significantly lower cost. From a marketing standpoint, NIC wants these external invigilating opportunities to showcase what is available at NIC. Also the source institutions often have considerable flexibility in finding external invigilators; they don't have to use NIC.

A: There are different considerations at each campus. For example, to invigilate an exam at the CV campus, there are security and invigilation costs and the college is just breaking even with this fee. The provisions are designed to protect the college from costs that are not covered by the fee. In most cases, students are steered toward open testing times and Athabasca has our schedule and usually books their students into NIC's open testing times to avoid the cost. TRU has regular monthly Saturday testing times and if students need to write outside of those times, TRU reimburses them. NIC does its best to accommodate the students.

K. Kuhnert introduced N. Twynam who has been leading the policy review process.

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE REVISED POLICY 3-31 STUDENT COMPLAINT RESOLUTION AND TO RESCIND POLICY 4-03 STUDENT FINAL GRADE DISPUTE RESOLUTION EFFECTIVELY IMMEDIATELY.

N. Twynam stated that NIC would prefer to have students come to an informal resolution and avoid the necessity of an appeal. Key revisions to this policy include; students will have an appropriate and impartial complaint advisor assigned to help facilitate the process; there is now one clearly defined process for all types of complaints across all departments to avoid confusion and legal ramifications; there are timelines with associated actions, and this process is required before a student can go to appeal.

Discussion:

Q; How does a student know where to complain?

A; They go to the person they have the complaint with first who will guide them to the policy.

Q; How is the complaint advisor's designate decided?

A; Through the Registrar's office.

MOTION CARRIED.

Moved by K. Kuhnert / Seconded by B. McIntosh TO APPROVE REVISED POLICY 3-30 STUDENT APPEALS EFFECTIVE IMMEDIATELY.

N. Twynam stated that key changes include; there will be an appeal panel made up of faculty, administrators and students who will hear the student's complaint if no informal resolution has been reached (except for student suspension which is covered by the College and Institute Act separately); the process is clearly outlined with a timeline in the appendices of the policy; there is some language that uses the word "may" because in some instances the timeline may disadvantage the student; the Chair of the appeal panel will typically be the Assistant VP, however, if there is a conflict of interest, a different Chair will be found. There is required training to chair a tribunal hearing and that training is being offered island-wide in November in Nanaimo. A number of NIC employees will be attending. This ensures we are following due process. There will be a fee for students to file an appeal of \$25 which would be waived in the case of financial hardship. It's purpose is to reduce frivolous appeals, not create barriers to students.

Discussion:

Q: Is there a definition of "evidence that substantiates grounds"?

A: Each situation will vary and the student will be guided by their advisor about what is needed.

Q: How many complaints does NIC receive?

A: Many are resolved informally. Currently there are approximately less than 2 per year that go to a formal appeal.

MOTION CARRIED.

5.3 Fast Track Committee

No meeting

5.4 Curriculum Committee

Minutes of Curriculum Meeting – September 25, 2015

Documents for Review

5.4.1 Program Revision – Plumbing and Piping Foundation

Moved by T. Bellavia / Seconded by L. Domae TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

As North Island College's apprenticeship programs must be aligned with the ITA curriculum matrix, the School of Trades and Technical programs is in the process of reviewing and updating all curriculum files. This submission is to support the alignment of NIC curriculum modules/courses with the ITA-mandated Plumbing and Piping Foundation learning modules which is critical for accountability and student success.

Discussion:

Q: Will this change affect current students?

A: No, the current students will have finished their program before this is implemented.

MOTION CARRIED.

5.4.2 New Course – PPF 101 Use Safe Work Practices

Moved by T. Bellavia / Seconded by K. Haggith TO APPROVE THE NEW COURSE EFFECTIVE/START DATE: FA 2016

Rationale from form:

Same as above.

Discussion:

None.

MOTION CARRIED.

- 5.4.3 New Course – PPF 102 Use Tools and Equipment**
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2016
Rationale from form:
 Same as above.
Discussion:
 None.
- MOTION CARRIED.**
- 5.4.4 New Course – PPF 103 Organize Work**
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2016
Rationale from form:
 Same as above.
Discussion:
 Q: If a student has to interrupt their program this year, will they still be able to complete in the new program?
 A: No. The student will have to start the program again. This is an ITA requirement.
- MOTION CARRIED.**
- 5.4.5 New Course – PPF 104 Prepare and Assemble Plumbing Components**
Moved by T. Bellavia / Seconded by B. Morrison TO APPROVE THE NEW COURSE
EFFECTIVE/START DATE: FA 2016
Rationale from form:
 Same as above.
Discussion:
 None.
- MOTION CARRIED.**
- 5.4.6 Course Deactivations PPE 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112 and 117.**
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE COURSE DEACTIVATIONS.
EFFECTIVE/START DATE: FA 2016
Rationale from form:
 Same as above.
Discussion:
 None.
- MOTION CARRIED.**
- 5.4.7 Course Revision – FIN 200 Digital Visual Arts 1**
Moved by T. Bellavia / Seconded by S. Jakubiec TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2016
Rationale from form:
 Prerequisite courses are not required for student success in this course. Removal of prerequisites will create elective opportunities for non-program students. Student Evaluation reflects studio-based course.
Discussion:
 Comment: 2nd sentence under prerequisites regarding waivers is done in practice but is not articulated on the ACD. It was agreed that it will be removed.
 Q: Re Instructor Qualifications; If there is no Masters designation required, how will this affect articulation in UT programs?

A: This section wasn't submitted to the Committee for review, however it was recommended that this question go to the Department for feedback.

It was noted that often experts in digital media don't pursue higher academic credentials so the department may be focusing more on relevant expertise. However, because the department is opening this up to UT students as an elective by changing the prerequisite, they should be notified about this concern.

Action Items:

Remove last sentence in Prerequisites: "Students with less... approval of the Instructor/Department Chair."

Ask the department for feedback on Instructor Qualifications and articulation.

MOTION CARRIED.

5.4.8 Course Revision – FIN 201 Digital Visual Arts 2

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

REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Prerequisite courses are not required for student success in this course. Removal of prerequisites will create elective opportunities for non-program students. Student Evaluation reflects studio-based course.

Discussion:

Q: If the sentence about waivers is removed, are students aware that this is an option?

A: Yes, students meet with educational advisors and if this is applicable to their situation, they will be advised of this option. It is also noted in the Student Guide. The focus of the prerequisites is to ensure student success, not to create a barrier.

Q: Because the technology tools change so frequently, would it make sense not to put specific software names in the description?

A: It was noted that some transferring institutions like Emily Carr would need to know what software students were proficient in, so generic language would not be adequate for articulation. It was also noted that this type of change would only require a minor revision and so wouldn't come to the EdCo table.

Action Items:

Same issues and changes as above.

MOTION CARRIED.

5.4.9 Program Revision – Hospital Unit Clerk Certificate

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

REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

The changes are a clarification of admission requirements. The Math and English courses have been pulled out to be clear and consistent for applicants, admissions, and advisors. The computer skills are removed as an admission requirement and emphasized in other sections of the program information. Remove grade 12 graduation as an admission requirement while informing prospective students that employers may require it: same as NIC Electrical Foundation.

Discussion:

Q: How does a student define "strong essay writing skills"?

A: As this isn't an admission requirement, it is an advising piece. The intent is that students know what they need to be successful in the program.

Q: If it requires strong essay skills, would a C+ be more appropriate?

A: The department consulted with Assessment and determined the minimum requirements that related to the content of the course. However, employers sometimes require additional competencies or Grade 12 graduation, so this information is provided to advise students in advance. It was noted that Trades uses stronger language to provide this advice and in some cases, Grade 12 is required for funding. This information is listed under "To Be Successful."

It was noted that the concern about Grade 12 graduation and funding will be addressed in the revisions to the Admissions Policy.

There was still a concern that the language around essay writing skills is too vague.

**1 OPPOSED
MOTION CARRIED.**

6. New Business

Call for members of two subcommittees

1. To create Terms of Reference for the Fast Track Committee
Volunteers: S. Jakubiec, D. Lightfoot, K. Haggith
2. To redesign CDWs and PDWs and create a Blackboard site for curriculum and program development by faculty. Estimated goal is to have something ready in the Spring.
Miriam Jones (K. Kuhnert), Dean Schimpf and Terri Bateman (T. Bellavia),
An invitation will also go out to Curriculum Committee members.

7. Information

7.1 NIC Academic Schedules and Deadlines for 2016-17

7.2 Schedules and Deadlines – Calendar for Programs with Varying Start Dates and Distance Courses for 2016-17

K. Kuhnert noted that these dates are set and the authority to establish them is outlined in Policy 3-12 Academic Instructional Schedule which delegates this responsibility to the Registrar's office. There are no major changes from previous years.

The Saturday date is included for exams just in case it is needed in case of emergency.

7.3 New Program Funding at NIC

L. Domae stated that this new program funding is available as a result of lots of hard work by the Deans and Faculty. Over 300 students will have funding as a result of this work. She expressed her appreciation for all the work that was done.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

Members welcomed the new Chair and Vice Chair and thanked the outgoing Chair and Vice Chair, C. Hartnett and K. Shopland.

They also thanked T. Bellavia for his service as Chair of Curriculum Committee and welcomed K. Haggith as the incoming Chair, and thanked K. Kuhnert for her continued service as Chair Planning & Standards.

9. Next Meeting – November 13, 2015

10. ADJOURNED AT 2:07pm