

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, DECEMBER 11, 2015**

APPROVED

PRESENT: Caitlin Hartnett, Faculty, Mt. Waddington (Chair)
Tony Bellavia, Administration
Lisa Domae, Administration
Marie Ducharme, Faculty, Comox Valley
Darren George, Faculty, Campbell River
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
Peter Hoefgen, Student, 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 (via ITV)
Mary Pat Thompson, Faculty, Comox Valley
John Bowman, President
Kara Foreman, Recording Secretary (**RS**)

REGRETS: Mariah Carpenter, Student, Campbell River
Tal Evans, Student, Comox Valley
RaeAnn Hartman, Faculty, Comox Valley
Vi Mundy, Board of Governors Representative (via ITV)

1. Declaration of Quorum

C. Hartnett declared quorum at 12:30pm.

2. Adoption of Agenda

Moved by D. Lightfoot / Seconded by P. Hoefgen TO APPROVE THE AGENDA FOR DECEMBER 11, 2015.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by P. Hoefgen / Seconded by D. George TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 13, 2015.

One amendment to Item 5.4.5; add "Motion Carried."

MOTION CARRIED

4. Business Arising

4.1 C. Hartnett noted that the subcommittee to draft Fast Track Committee Terms of Reference met to begin the process. The subcommittee will continue in the new year and the expectation is to bring a draft TOR to Council in February or March. Subcommittee members include C. Hartnett, D. Lightfoot, S. Jakubiec, K. Haggith and K. Foreman.

5. Committee Reports

5.1 Education Council Chair Update/Information

C. Hartnett reviewed her report. There were no questions.

5.2 Planning and Standards Committee

Minutes of October 30th

Moved by K. Kuhnert / Seconded by S. Jakubiec TO APPROVE REVISED POLICY 3-08 PRESIDENT'S AWARD EFFECTIVELY IMMEDIATELY.

T. Bellavia took the lead role in the policy review and he stated that the major changes included:

- simplifying the language in the policy statement
- an increase in the number of awards from three to six
- the addition of an award for the English Language Program
- the procedures were streamlined

Discussion:

None.

MOTION CARRIED.

Moved by K. Kuhnert / Seconded by B. McIntosh TO APPROVE REVISED POLICY 3-21 DEANS' HONOUR ROLL EFFECTIVELY IMMEDIATELY.

T. Bellavia stated that the major changes included:

- clarification of the policy statement
- calculation of eligibility criteria to allow part time students to be eligible
- removing the restriction of the 5% cap
- streamlining the procedures

Discussion:

None.

MOTION CARRIED.

5.3 Fast Track Committee

Minutes of November 2015

Documents for Review

5.3.1 New Course – GEO 220 Introduction to Climate Change: Human and Ecological Dimensions

Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: WI 2016

Rationale from form:

Climate change is a topical environmental issue that will appeal to students with diverse disciplinary/program interests. Given the serious and global nature of the problem and potentially grave consequences if it is not addressed, an in-depth and critical understanding of the various facets of climate change is crucial knowledge for responsible global citizens. This course will also contribute toward indigenous knowledge (e.g. Traditional Knowledge in the Arctic and Vancouver Island regions) and examining the impacts of climate change on the livelihoods and cultures of aboriginal communities.

Discussion:

This item was tabled at the previous EdCo meeting in November because of missing information. The developer provided the information and requested Fast Track approval to meet the Board of Governors' meeting deadline for tuition approval, and the calendar deadline.

MOTION CARRIED.

5.3.2 Program Revision – Electrical Foundation

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

EFFECTIVE/START DATE: WI 2016

Rationale from form:

[Modifying Prerequisites] To correct and update program prerequisites to align with program requirements and provincial standards.

Discussion:

None.

ACTION: Change signing date on program revision form to 2015. (RS)

MOTION CARRIED.

5.4 Curriculum Committee

Minutes of Curriculum Meeting – November 20, 2015

Documents for Review

5.4.1 Items 5.4.1 – 5.4.8 were taken as a bundle.

Moved by K. Haggith / Seconded by P. Hoefgen **TO APPROVE THE COURSE REVISIONS TO ENG 202, 203, 212, 213, 216, 224, 225, 230.**

Course Revision – ENG 202 A Survey of English Literature I

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Removing unnecessary barriers to 2nd year English and aligning prerequisites with other colleges and universities.

Discussion:

There was a question about the dynamics in the classroom when you combine students with such diverse prerequisites. It was noted that the developer was rigorous about getting departmental consent for this change.

It was also noted that the course description for ENG 230 references “winter 2016” which will soon be stale-dated. The department acknowledged, when given this feedback by Curriculum Committee, that there were several changes required to all their ACDs and they are in the process of making those changes.

There was a question about whether Distance should be added to the format for ENG 216. It was noted that the course listing is picked up from whatever is on the section. It is not taken from the ADC. It was agreed to recommend to the department that they add Distance to the format.

MOTION CARRIED.

ACTION: Send recommendation regarding ENG 230 references to winter 2016 and ENG 216 Format to English Department. (RS)

Moved by K. Kuhnert / Seconded by D. Lightfoot **THAT STUDENT RECORDS REVIEW ALL ADMISSION REQUIREMENTS WHICH INCLUDE ENGLISH 12 AND ADD ENGLISH 12 FIRST PEOPLES.**

MOTION CARRIED.

ACTION: Advise English Department and Students Records Office. (RS)

5.4.2 **Course Revision – ENG 203 A Survey of English Literature II**
As above.

5.4.3 **Course Revision – ENG 212 An Introduction to Canadian Literature I**
As above.

5.4.4 **Course Revision – ENG 213 An Introduction to Canadian Literature II**
As above.

5.4.5 **Course Revision – ENG 216 Travel Writing**
As above.

5.4.6 **Course Revision – ENG 224 Women’s Literature and Theory I**
As above.

5.4.7 **Course Revision – ENG 225 Women’s Literature and Theory II**
As above.

5.4.8 **Course Revision – ENG 230 Selected Topics in Literature**
As above.

MOTION CARRIED (5.4.1 – 5.4.8).

5.4.9 Program Revision – BBA General Management
Moved by K. Haggith / Seconded by S. Jakubiec TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

[BUS 340 Leadership] is a topic that compliments and can add value to any of the more traditional business specialty areas. Students would gain from some exposure to the leadership topic and it has relevance in supporting real world job search efforts by students. The course is highly applied in nature and allows students to identify their own leadership styles. Furthermore, our BBA exit interviews over the last few years have indicated that a sizable number of our graduates are interested in self-employment and have indicated that more applied upper level courses would better prepare them for the challenges of business owner than more traditional theory based courses. The vast majority of Business Faculty members have voted in support of including this course in the BBA General Management program. A 4th year elective would be removed to accommodate the addition of this course.

Discussion:

None.

MOTION CARRIED.

5.4.10 Program Revision – BBA Marketing
Moved by K. Haggith / Seconded by M. Newton TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

[BUS 340 Leadership] is a topic that compliments and can add value to any of the more traditional business specialty areas. Students would gain from some exposure to the leadership topic and it has relevance in supporting real world job search efforts by students. The course is highly applied in nature and allows students to identify their own leadership styles. Furthermore, our BBA exit interviews over the last few years have indicated that a sizable number of our graduates are interested in self-employment and have indicated that more applied upper level courses would better prepare them for the challenges of business owner than more traditional theory based courses. The vast majority of Business Faculty members have voted in support of including this course in the BBA Marketing program. A 4th year elective would be removed to accommodate the addition of this course.

Discussion:

None.

MOTION CARRIED.

5.4.11 Program Revision – BBA Accounting Major
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

- 1. BUS 418 Advanced Managerial Accounting was created to meet the Chartered Professional Accountants (CPAs) prerequisite requirements into their professional program. The course repeats many concepts presented in our Cost Accounting course and our Strategic Management course. Last spring the CPAs removed it as a required prerequisite and because there are low enrolments in the course, we do not see the rationale for keeping it in the program.*
- 2. Clarify electives*
- 3. [BUS 421] is no longer offered.*

Discussion:

Curriculum Committee recommended the department reword the 3rd bullet under *Why choose North Island College* as “Immediate entrance...” implies a guarantee. This change was not made, however, this is not an EdCo field.

A correction was noted to the CMA Bridge electives (as below).

MOTION CARRIED.

ACTION: CMA Bridge – change electives to “Four 3 credit electives...” (RS)

**5.4.12 Program Revision – PDD Pre-Professional Accountant
Moved by K. Haggith / Seconded by P. Hoefgen TO APPROVE THE PROGRAM
REVISION WITH THE ADDITION OF BUS 100 (FINANCIAL ACCOUNTING
FUNDAMENTALS) AS AN ADMISSION REQUIREMENT**

EFFECTIVE/START DATE: FA 2016

Rationale from the Department (Nick Robinson):
(Detailed rationale provided in agenda package.)

N. Robinson stated that the Business Department were forced to review their PDD programs after receiving several complaints from students. The current program admission requirements allow students with non-business degrees to enter the program. These students don't have the foundational business knowledge to be successful in the program. As a result, the curriculum is being watered down to accommodate students who aren't prepared for the course material.

There were also scheduling issues with some students starting in September and some in January. As a result, students were taking courses they weren't prepared for because they were the only ones that fit into their schedule.

The department is trying to solve this problem by:

- *Including 100 level foundational courses*
- *Broadening the allowable electives*
- *Putting the courses into a specific sequence (by semester rather than year).*

Discussion:

There was a lengthy discussion about whether the proposed solutions would solve the department's problem. After a number of alternatives were considered, it was eventually agreed that in order to ensure student success, the program needs to have “BUS 100 or equivalent” added to the Admission Requirements. Determining equivalencies will be handled by the department and Admissions.

These changes will mean the program has a September start date. Advertising will need to be updated.

Concern was expressed about whether increasing the number of PDD students registering in BUS 100 will create waiting lists for 1st year BBA students, and cause visa/work problems for international students. It was clarified that NIC doesn't allow this to happen.

A correction was noted to clarify 4th semester electives; it should read ECO 110 OR ECO 111.

ACTION:

Add BUS 100 or equivalent to Admission Requirements
4th Semester; change ECO 110 & ECO 111 to ECO 110 or ECO 111.

MOTION CARRIED.

**5.4.13 Program Revision – PDD Business Administration with options in General
Management, International Management, Marketing, Accounting & Finance, and
Human Resources Management
Moved by K. Haggith / Seconded by P. Hoefgen TO APPROVE THE PROGRAM
REVISION TO ALL OPTIONS**

EFFECTIVE/START DATE: FA 2016

Rationale from the Department:
(Detailed rationale provided.)

N. Robinson stated that this is the 1 year PDD with 5 options. This is the same situation. The department would like to add foundational courses in the first year and broaden the list of electives.

Discussion:

Concerns & Questions:

- What percentage of change constitutes a new program?
Currently there is no policy in place to determine this.
- The proposed program is so different from the current program. Will it be an equivalent credential?
It was recommended that the department speak to the Dean as major program revisions have to go through a review process with the Ministry.
- In the proposed revised Marketing option, students could complete the PDD without taking any 300 or 400 level courses. This raised the question of program rigor. Other Marketing PDDs in the province have at least some 300 level courses.
The department stated that it was common in 1-year PDDs at other institutions to only have 100 and 200 level courses. But the department had considered that perhaps it would be better to eliminate the 1-year PDDs and provide more choices in the 2-year PDDs, especially as most of the students are international and require 2-year programs to allow them to work at internships in Canada.
- With these proposed changes, NIC would be offering two credentials with the same level of curriculum but without the same standing in the hierarchical level of degree. The only difference would be in the entrance requirements. This isn't justifiable.
- There seems to be a missed opportunity for these programs to ladder into each other. With limitations around using credits for multiple credentials, having all the same courses means a student completing the 1-year PDD couldn't then use those credits to get their business diploma and degree with NIC. Typically there are different learning outcomes in a post degree program than an undergraduate certificate or diploma that ladders into a degree.
The department stated that there weren't enough course offerings for PDD students to create different learning outcomes and that they hadn't considered laddering.
- A correction to electives was noted: ENG 115 OR 117 as credit cannot be granted for both.

The motion to approve the revisions was defeated. It was recommended that the department speak to the Dean and the VP Learning & Students to review Ministry requirements for major program changes, and other potential solutions. Due to a decline in enrollment in the PDD 1-year programs, the department will consider suspending these programs and focus their resources on the more popular 2-year PDDs. They will also have further discussions with International Education to find solutions to the problem of prerequisite equivalencies and student preparedness.

MOTION DEFEATED.

**5.4.14 Program Revision – PDD Global Business Management
Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE PROGRAM REVISION**

EFFECTIVE/START DATE: FA 2016

Rationale from the Department:

(Detailed rationale provided.)

N. Robinson stated that these are basically the same changes as above. Fundamental courses in first year, broader electives and sequencing of the courses.

Discussion:

It was noted that students taking language courses as electives are limited to a September start date.

MOTION CARRIED.

**5.4.15 Items 5.4.15 – 5.4.18 were taken as a bundle.
Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE COURSE REVISIONS TO ESL 032, 051, 052 AND 089.**

Course Revision – ESL 032 Intermediate Reading and Writing 2

EFFECTIVE/START DATE: FA 2016

Rationale from form:

We have recently become aware that some students are managing to bypass the grammar classes because they are not listed as prerequisites for our writing courses. We are fixing this oversight by adding the grammar classes as prereqs to the reading and writing classes. Both reading/writing and grammar are important for student success.

Discussion:

None.

MOTION CARRIED.

5.4.16 Course Revision – ESL 051 Advanced Writing & Reading

As above

5.4.17 Course Revision – ESL 052 Advanced Writing & Reading 2

As above

5.4.18 Course Revision – ESL 089 University and College Preparatory Reading

As above

MOTION CARRIED (5.4.15 – 5.4.18).

5.4.19 Course Revision – FIN 247 Introduction to Digital Photography

Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2016

Rationale from form:

This is predominantly an update of language with adjustments to image production based on current contemporary practices for use in multiple platforms including web and print.

Discussion:

It was noted that the learning outcomes were reformatted to include bullets but not changed. Corrections were noted to the course revision form (as below).

ACTION: Change course revision form effective date to FA 2016. (RS)

Remove X on minor learning outcomes. (RS)

MOTION CARRIED.

5.4.20 Program Revision – Bachelor of Science in Nursing

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: WI 2016

Rationale from form:

BIO 110 is designed for non-science majors who require a science elective, or science students without necessary pre-requisites for BIO 102/103 or BIO 160/161.

Discussion:

It was noted that students could use BIO 110 as an admission requirement but not as an elective as there are already 4 other biology courses in the program.

MOTION CARRIED.

5.4.21 Items 5.4.21 – 5.4.22 were taken as a bundle

Moved by K. Haggith / Seconded by D. Lightfoot TO APPROVE THE COURSE REVISIONS

Course Revision – MAT 133 Matrix Algebra

EFFECTIVE/START DATE: FA 2016

Rationale from form:

[Detail added to course content and learning outcomes] More accurate articulation with other institutions.

Discussion:

A question was raised about the different prerequisite requirements between these 2 courses when the content is so similar.

It was noted that they have the same content but are taught at different levels. UVic and UBC also offer 2 courses.

MAT 133 is designed for 1st year engineering students. It is more applied mathematics, with

a C+ in Math 12 as prerequisite.

MAT 200 requires a higher mathematical maturity. Students with A in Math 12 will be accepted but ideally they will take calculus first.

The courses are taught at the same time but evaluations are different and the class will be split up for the last 2 weeks as there is different lecture content. Both courses will be delivered online at the same time.

UVic will accept credit for either course.

MOTION CARRIED.

5.4.22 Course Revision – MAT 200 Linear Algebra

As above.

MOTION CARRIED (5.4.21 – 5.4.22).

6. New Business

7. Correspondence/Information

7.1 Two appointments to the Research Ethics Board

L. Domae stated that as per Policy 1-12 Research Involving Humans, and to be eligible for funding, NIC requires a Research Ethics Board (REB). It is desperate for members and has been actively seeking individuals who have interest in research, training in research, education in research as well as maintaining an active research profile. The President in consultation with Education Council appoints members to the REB. If any Council members are interested and qualified, please contact the President's office.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting. Members thanked C. Hartnett for her service as chair and welcomed D. Lightfoot and B. Harsell as incoming Chair and Vice Chair respectively. Members acknowledged the work the Business department has done on their programs and there was a suggestion to review our processes around supporting departments in making these complex curriculum changes. It was noted how valuable it is to have the many perspectives from different departments when reviewing curriculum.

9. Next Meeting – January 15, 2016 – TO BE CONFIRMED

10. ADJOURNED AT 3:08pm