

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, FEBRUARY 12, 2016

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Tony Bellavia, Administration
Marie Ducharme, Faculty, Comox Valley
Darren George, Faculty, Campbell River
Brad Harsell, Faculty, Campbell River
Ulysse Ishimwe, Student, Comox Valley
Shari Jakubiec, Support Staff, Comox Valley
Kathleen Kuhnert, Administration
Judith Marriott, Faculty, Comox Valley
Brooke McIntosh, Support Staff, Campbell River (ITV)
Mac Newton, Faculty, Comox Valley
Mary Pat Thompson, Faculty, Comox Valley
John Bowman, President
Kara Foreman, Recording Secretary (**RS**)

REGRETS: Mariah Carpenter, Student, Campbell River
Lisa Domae, Administration
Tal Evans, Student, Comox Valley
Kathleen Haggith, Administration
RaeAnn Hartman, Faculty, Comox Valley
Caitlin Hartnett, Faculty, Mt. Waddington
Bill Morrison, Faculty, Ucluelet
Vi Mundy, Board of Governors Representative

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:30pm.

2. Adoption of Agenda

Moved by D. George / Seconded by K. Kuhnert TO APPROVE THE AGENDA FOR FEBRUARY 12, 2016.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by S. Jakubiec / Seconded by M. Thompson TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 11, 2015.

Approved as presented.

MOTION CARRIED

4. Business Arising

4.1 Fast Track Committee Terms of Reference (Subcommittee Report)

- a) Revised Bylaws – addition of Fast Track Committee Terms of Reference
- b) Fast Track Procedures (provided as information)

Moved by S. Jakubiec / Seconded by D. George TO APPROVE THE REVISED BYLAWS WITH THE ADDITION OF THE FAST TRACK COMMITTEE'S TERMS OF REFERENCE.

Discussion:

None.

MOTION CARRIED.

4.2 Curriculum Process Review Subcommittee Report

D. Lightfoot stated that the subcommittee has met twice since the December meeting and they are making progress. They hope to have a clear timeline to report for implementing outcomes in the coming months. It would be helpful to have more volunteers. The project is being divided into two working groups; one focused on the curriculum development processes and the other focused on curriculum approval processes. The invitation is open to the college community, not just EdCo members.

Volunteers: K. Kuhnert, (approvals) J. Marriott, (development) M. Newton (development)

5. Committee Reports

5.1 *Education Council Chair Update/Information*

D. Lightfoot reviewed his report. There were no questions.

5.2 *Planning and Standards Committee*

No meeting.

Moved by K. Kuhnert / Seconded by M. Ducharme TO RESCIND POLICY 3-01 ACADEMIC PROGRESS EFFECTIVELY IMMEDIATELY.

K. Kuhnert stated that this policy was last updated in 1998 and it has some contradictions with our new policies. And policy 3-19 Attendance and Performance in Course and Programs will soon be under review. The committee would like to rescind policy 3-01 now and then revise policy 3-19.

Discussion:

None.

MOTION CARRIED.

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE REVISED POLICY 3-17 INSTRUCTIONAL ACCOMMODATION AND ACCESS SERVICES FOR STUDENTS WITH DISABILITIES EFFECTIVELY IMMEDIATELY.

K. Kuhnert stated that this policy is part of the student policy review framework project. It is the final policy from that review. It has been reviewed in consultation with the Access for Students with Disabilities (ASD) department.

T. Bellavia & N. Twynam stated that the major changes included:

- Outlines the process
- Clearly defines levels of responsibility for providing accommodations
- Steps are much clearer for students
- Complies with current legislation and revised definitions around the duty to accommodate
- Includes a process for handling disputes around accommodations

Discussion:

Q; The need for confidentiality is understood, however sometimes it's hard for faculty to effectively implement the required accommodations when they don't know the reason behind it, especially if there are impacts to other students.

A; Students are always asked if the instructor can be informed about the need for the accommodation. It is up to them whether that information is shared with the instructor. If it's evident that the accommodation may be disruptive, students are encouraged to allow instructors to have that information, but many of them have had negative experiences. Ultimately it is the student's choice. If faculty have concerns, they should speak with ASD faculty.

Action Item

M. Ducharme will ask the ASD chair to get this information out to faculty.

Q; Regarding Definitions; Accommodations – evaluative adaptations; does this only refer to Accommodated Exams and Assessments?

A; Yes, any test and assessment process. They have to meet the same learning outcomes; the accommodation relates to how we know that they are meet the learning outcomes.

It was noted that programs, such as Trades, which have practical applications provide additional challenges.

MOTION CARRIED.

5.3 *Fast Track Committee*

No meeting.

5.4 *Curriculum Committee*

Minutes of Curriculum Meeting – January 22, 2016

Documents for Review

- 5.4.1 Program Revision – PDD Global Business Management**
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION.
EFFECTIVE/START DATE: FA 2016
Rationale:
 D. Lightfoot stated that this item was approved at the December 2015 EdCo meeting. At the January 22 Curriculum Committee meeting, M. Jones, (Student Records Office-SRO) advised that text had been added under the Program Requirements field that shouldn't be there. It was student advising information not related to Curriculum and credentialing. She requested that the item be brought back to EdCo to have this information removed. The Business department was in agreement with these changes. This advising information will be made available to the students on the website.
Discussion:
 Q; Why is the term "semester" used? It is unique to this program.
 A; The department wanted to make it clear that courses should be taken sequentially.
MOTION CARRIED.
- 5.4.2 Course Revision – ESL 042 IELTS Preparation – Reading & Writing**
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION.
EFFECTIVE/START DATES: FA 2016 and FA 2017
Rationale:
Raising the prerequisites CLB 5 to CLB 6 – effective FA 2017
Removing the co-requisite – effective FA 2016
Discussion:
 It was noted that raising prerequisites requires the change be posted for 1 year prior to implementation.
Action Item
 RS will add note regarding two effective dates when submitting documents to SRO.
MOTION CARRIED.
- 5.4.3 Course Revision – ESL 043 IELTS Preparation – Listening & Speaking**
Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.
EFFECTIVE/START DATE: FA 2017
Rationale:
Raising the prerequisites CLB 5 to CLB 6 – effective FA 2017
Discussion:
 Q; When this is posted on the website, is the implementation date listed?
 A; Yes, but K. Kuhnert will confirm this with SRO.
Action Item
 K. Kuhnert will confirm with SRO.
MOTION CARRIED.
- 5.4.4 New Course – AED 051 Work Experience Extension**
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.
EFFECTIVE/START DATE: WI 2016
Rationale:
The course completes a suite of Work Experience courses for students in ASD and in the Access Education Construction Labourer program.
Discussion:
 Q; Why is it listed as level ABE? It could have funding implications.
 A; This is an issue with the form. M. Jones requested that the department use ABE for now. It was agreed that needs to be addressed and will be added to the subcommittee's review of the forms.
 Other changes were noted (listed below).

Required revision:

#6 remove "Access Education"

Moved by T. Bellavia / Seconded by B. McIntosh TO REMOVE THE FIRST SENTENCE IN THE PREREQUISITES, "Documented cognitive or mental health disability."

This item was noted when reviewing the program.

Required revision:

#16 remove 1st sentence

MOTION CARRIED.

- 5.4.5 New Course – AED 018 Advanced Work Experience I
Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.**

EFFECTIVE/START DATE: SP 2015

Rationale:

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

Discussion:

None.

MOTION CARRIED.

- 5.4.6 New Course – AED 019 Advanced Work Experience II
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE.**

EFFECTIVE/START DATE: SP 2015

Rationale:

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

Discussion:

None.

MOTION CARRIED.

- 5.4.7 Program Revision – Construction Labourer
Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION.**

EFFECTIVE/START DATE: WI 2016

Rationale:

Students need an additional opportunity to practice and refine their skills in the work place before entering their final practicum.

It was noted that because this program is delivered through one-time external funding, it has no calendar pages and revisions are made on a New Program form.

Discussion:

It was noted that AED 051 has "Documented cognitive or mental health disability" listed as a prerequisite but it is not listed in the program requirements. It was agreed that this sentence should be removed from the prerequisites for AED 051. A second motion was added there.

MOTION CARRIED.

- 5.4.8 Items 5.4.8 and 5.4.9 were bundled together
Program Revision – Landscape Horticulture Apprenticeship Training
Moved by T. Bellavia / Seconded by D. George TO APPROVE THE PROGRAM REVISIONS.**

EFFECTIVE/START DATE: WI 2016

Rationale:

English 034 has been deactivated.

Discussion:

None.

MOTION CARRIED.

- 5.4.9 Program Revision – Landscape Horticulture Fundamentals Certificate
Taken with above.**

6. **New Business**
7. **Correspondence/Information**
 - 7.1 Appointment of D. George to the Research and Ethics Board.
The members congratulated D. George on his appointment.
8. **Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting.
9. **Next Meeting – March 11, 2016**
10. **ADJOURNED AT 1:36pm**