

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, MAY 12, 2017

**APPROVED**

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**PRESENT:** Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Marie Ducharme, Faculty, Comox Valley  
Kathleen Haggith, Administration  
Brad Harsell, Faculty, Campbell River  
RaeAnn Hartman, Faculty, Comox Valley  
Caitlin Hartnett, Faculty, Mt. Waddington (ITV)  
Kathleen Kuhnert, Administration  
Judith Marriott, Faculty, Comox Valley  
Brooke McIntosh, Support Staff, Campbell River (ITV)  
Bill Morrison, Faculty, Ucluelet (ITV)  
Lou-ann Neel, Administration  
Mac Newton, Faculty, Comox Valley  
Gillian Northwood, Staff, Comox Valley  
Amy Rowes, Faculty, Campbell River  
Lisa Domae, Acting President

**REGRETS:** Tony Bellavia, Administration  
Alexia deGroot, Student, Comox Valley  
Ben O'Connor, Student, Comox Valley  
Haley Sullivan, Student, Comox Valley  
John Bowman, President  
Kara Foreman, Recording Secretary (RS)

**1. Declaration of Quorum**

D. Lightfoot declared quorum at 12:30pm.

**2. Adoption of Agenda**

**Moved by B. Harsell/ Seconded by R. Hartman TO APPROVE THE AGENDA FOR MAY 12, 2017 AS AMENDED.**

Item 5.5.2 was withdrawn.

**MOTION CARRIED**

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

**Moved by K. Kuhnert/ Seconded by B. Harsell TO APPROVE THE MINUTES OF THE MEETING OF APRIL 21, 2017.**

Approved as presented.

**MOTION CARRIED.**

**4. Business Arising - None**

**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**

**5.2.1 Moved by K. Kuhnert / Seconded by M. Ducharme TO APPROVE POLICY 3-25 INSTRUCTIONAL TIMETABLING AND SPACE ALLOCATION EFFECTIVE IMMEDIATELY.**

**Discussion:**

None.

**MOTION CARRIED.**

**5.2.2 Moved by K. Kuhnert / Seconded by G. Northwood TO APPROVE POLICY 3-33 EVALUATION OF STUDENT PERFORMANCE AS AMENDED EFFECTIVE IMMEDIATELY.**

**Discussion:**

Concern was expressed about Principle #4 with students (e.g. distance) who leave all assignments to the last minute. It was noted this principle is designed to support students in making informed decisions if they are at risk for not succeeding. These students are the exception and it is their choice to forego the rights this principle affords them.

**It was agreed** that further discussion is needed with regard to clarifying withdraw dates for departments on a different schedule. (e.g. Trades)

**Amendments**

K. Kuhnert will add a reference to “term-based” courses to the definition of “Scheduled Final Examinations.”

**MOTION CARRIED.**

- 5.2.3 **Moved by K. Kuhnert / Seconded by G. Northwood TO APPROVE POLICY 3-XX COURSE OUTLINE AS AMENDED EFFECTIVE JULY 1, 2017.**

**Discussion:**

Amendments suggested as noted below.

**Amendments**

Guidelines; #1 add “or designate” and #3 remove “program or”

**MOTION CARRIED.**

- 5.2.4 **Moved by K. Kuhnert / Seconded by G. Northwood TO RESCIND POLICY 3-09 EXAM POLICY FOR THE DEVELOPMENT, DISTRIBUTION, INVIGILATION AND STORAGE OF CREDIT COURSE EXAMS EFFECTIVE JULY 1, 2017.**

**MOTION CARRIED.**

**5.3 Strategic Plan Committee**

D. Lightfoot stated that he will be bringing the draft Strategic Plan to the Senior Education Team on May 24<sup>th</sup> and then back to EdCo on June 2<sup>nd</sup>.

**5.4 Fast Track Committee**

Minutes of April 2017

**5.4.1 New Course – WXT 100 Work Experience – Trades Foundation**

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

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

This course can be used in any of the foundations programs.

**MOTION CARRIED.**

**5.4.2 New Course – WFN 110 Gas Tungsten Arc Welding**

**Moved by M. Ducharme / Seconded by G. Northwood TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*Curriculum revisions aligned with pan-Canadian program Harmonization initiative as required by ITA.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.3 Program Revision Welder Foundation Harmonized**

**Moved by M. Ducharme / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AS AMENDED.**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*As per ITA requirements and as aligned with pan-Canadian Harmonization initiative.*

**Discussion:**

Non-EdCo field; recommend to Dean to check notation regarding Welding Performance tests and the courses listed.

**Action Items:**

Curriculum tab; add 110 to final course in list

**MOTION CARRIED.**

**5.4.4 Items 5.4.4 – 5.4.10 were taken as a bundle**

**Course Revision – WFN 100 Occupational Skills**

**Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE COURSE REVISIONS AS AMENDED.**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

It was noted that “hours” should be added back into all ACDs where it is missing under Credits.

**Action Items:**

Add hours next to Credits #

**MOTION CARRIED.**

**5.4.5 Course Revision – WFN 101 Oxy-Fuel Cutting & Gouging**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

As noted below.

**Action Items:**

Add hours next to Credits #

Description; correct spelling “arrangements”

**MOTION CARRIED.**

**5.4.6 Course Revision – WFN 102 Fusion and Braze Welding**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

Unclear wording in Description. Recommend requesting the developer review the language for clarity

**Action Items:**

Developer to review language in Description for clarity.

**MOTION CARRIED.**

**5.4.7 Course Revision – WFN 103 Shielded Metal Arc Welding (SMAW)**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

As noted below.

**Action Items:**

Add hours next to Credits #

**MOTION CARRIED.**

**5.4.8 Course Revision – WFN 105 Semi-Automatic Welding**

**EFFECTIVE/START DATE: SP 2017**

**Rationale from form:**

*In response to industry needs and supported by ITA.*

**Discussion:**

None.

MOTION CARRIED.

- 5.4.9 **Course Revision – WFN 106 Basic Metallurgy**  
**EFFECTIVE/START DATE: SP 2017**  
*Rationale from form:*  
*In response to industry needs and supported by ITA.*  
**Discussion:**  
As noted below.  
**Action Items:**  
Add hours next to Credits #

MOTION CARRIED.

- 5.4.10 **Course Revision – WFN 107 Welding Drawings**  
**EFFECTIVE/START DATE: SP 2017**  
*Rationale from form:*  
*In response to industry needs and supported by ITA.*  
**Discussion:**  
As noted below.  
**Action Items:**  
Add hours next to Credits #

MOTION CARRIED.

- 5.4.11 **Items 5.4.11 – 5.4.13 were taken as a bundle.**  
**Course Deactivation – WFN 104 Electric Arc Cutting and Gouging**  
**EFFECTIVE/START DATE: SP 2017**  
*Rationale from form:*  
*As per program changes as advised by ITA.*  
**Discussion:**  
None

MOTION CARRIED.

- 5.4.12 **Course Deactivation – WFN 108 Layout and Fabricate Components**  
As above
- 5.4.13 **Course Deactivation – WFN 109 Submerged Arc Welding (SAW)**  
As above

5.5 **Curriculum Committee**

Minutes of Curriculum Meetings – April 28, 2017

Documents for Review

- 5.5.1 **Program Revision – Adventure Guiding Certificate**  
Moved by K. Haggith / Seconded by J. Marriott **TO APPROVE THE PROGRAM REVISION.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*Align with English admission requirements for all other THM programs as per revision and associated rationale otherwise approved in 2014 for THM; reduce this as a barrier to applications and admission since otherwise previously determined as appropriate for THM students to be a ‘C’ for the specified English courses.*

**Discussion:**

Non-EdCo field: Query about language choices regarding “Aboriginal,” “Indigenous,” and “First Nations.” Is there a standard at NIC or are they considered interchangeable? This is an issue for Marketing’s style guide. Recommend the Dean review this.

**Action Items:**

PRF; remove “and” under Modify  
Dean to review language with Marketing.

MOTION CARRIED.

**5.5.2 Course Revision – ENG 115 Essay Writing and Critical Analysis  
WITHDRAWN by department**

**5.5.3 New Course – MAT 055 Foundations of Mathematics  
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE NEW  
COURSE.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*This course would provide admission requirements for program in business, health, trades or university studies in which the British Columbia Ministry of Education's Foundations of Mathematics 11 is a prerequisite. This course will parallel BC Ministry of Education's Foundations of Mathematics 11 course offered in the K-12 school system. It will also provide meeting the needs of students seeking a BC Adult graduation diploma through North Island College.*

**Discussion:**

As noted below.

**Action Items:**

Rationale: change Dogwood to Graduation

**MOTION CARRIED.**

**5.5.4 Course Revision – CMH 180 Clinical Practice 1 for CMHWs  
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE COURSE  
REVISION.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*CMH 160 is a pass/fail course.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.5.5 New Course – HSW 136 Holistic Health and Well Being  
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE NEW  
COURSE AS AMENDED.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*HSW 166 (Health Care Principles) will be replaced with a new course to reflect a social lens on the concepts of care and self-care. The course focuses a holistic perspective on client and caregiver health and well-being.*

**Discussion:**

As noted below.

**Action Items:**

Cover sheet: correct course name is Holistic Health and Well Being

#6 Program: Human Services Certificates; Educational Assistant/Community Support and Educational Assistant/Community Support, Indigenous Focus Certificates

**MOTION CARRIED.**

**5.5.6 Items 5.5.6 – 5.5.7 were taken as a bundle.**

**Program Revision – Educational Assistant/Community Support, Indigenous Focus  
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM  
REVISIONS AS AMENDED.**

**EFFECTIVE/START DATE: FA 2018**

**Rationale from form:**

*HSW 166 will be replaced with a new course to reflect a social lens on the concepts of care and self-care. The course will focus on holistic perspectives on client and caregiver health and well-being.*

**Discussion:**

As noted below.

Suggestion to move “Before Classes Begin” to another location out of Admissions tab.

**Action Items:**

PRF; add Human Services Certificate to program names & remove “Worker.” Curriculum tab; correct course name to HSW 136 Holistic Health and Well Being. Completion requirements; #3 remove “by” and remove last sentence. (KH) Ensure language regarding Re-entering the program is consistent with other HS programs. Add reference to conscientious objection as an option re Personal Immunization form. Admission requirements; #2 and #4, amend names of forms referenced to reflect proper form titles.

**MOTION CARRIED.**

**5.5.7 Program Revision – Educational Assistant/Community Support  
EFFECTIVE/START DATE: FA 2018**

**Action Items:**

Same changes as above.

**MOTION CARRIED.**

**5.5.8 Items 5.5.8 – 5.5.17 were taken as a bundle.**

**Course Revision – ELC 201 Process Measurement**

**Moved by K. Haggith / Seconded by M. Newton TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*The documentation is being brought up to date to match actual course delivery.*

*Hours changed from instruction plus expected homework to just instruction.*

*Course content updated for more detail.*

*Learning outcomes language and format updated to reflect current best practices.*

*Assessment changed for clarity.*

*Instructor qualifications needed.*

**Discussion:**

As noted below.

**Action Items:**

On all items: confirm with SRO regarding how format should be displayed.

Level; should just say 2<sup>nd</sup> year

Prerequisites; change to “instructor permission”

**MOTION CARRIED.**

**5.5.9 Course Revision – ELC 205 Process Control Devices**

As above

**5.5.10 Course Revision – ELC 206 Process Control Systems**

As above

**5.5.11 Course Revision – ELC 215 Process Programmable Logic Controllers**

As above

**5.5.12 Course Revision – ELC 216 Programmable Controllers II**

As above

**5.5.13 Course Revision – ELC 230 Industrial Power Electronics**

As above

**5.5.14 Course Revision – ELC 235 Electrical Power Circuits and Machines**

As above

**5.5.15 Course Revision – ELC 250 Fluid Power Controls**

As above

**5.5.16 Course Revision – ELC 260 Data Acquisition and Control Systems**

As above

**5.5.17 Course Revision – ELC 270 Control System Project**

As above

6. **New Business – None**
7. **Correspondence/Information**
  - 7.1 Policy 3-34 Sexual Violence and Misconduct  
Educational workshops will be provided to the college community on an ongoing basis. The first one will be offered on June 9<sup>th</sup> at the year-end celebration event.
  - 7.2 J. Reynolds appointment to NIC Research Ethics Board
8. **Meeting Evaluation – Roundtable Discussion**  
It was generally agreed that it was a good meeting.
9. **Next Meeting – June 2, 2017**
10. **ADJOURNED AT 2:20pm**