

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, MAY 13, 2016**

**APPROVED**

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**PRESENT:** Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Nadia Belfrage, Student, Comox Valley  
Tony Bellavia, Administration  
Marie Ducharme, Faculty, Comox Valley  
Darren George, Faculty, Campbell River  
Kathleen Haggith, Administration  
Brad Harsell, Faculty, Campbell River  
Caitlin Hartnett, Faculty, Mt. Waddington (ITV)  
Shari Jakubiec, Support Staff, Comox Valley  
Kathleen Kuhnert, Administration  
Judith Marriott, Faculty, Comox Valley  
Brooke McIntosh, Support Staff, Campbell River (ITV)  
Bill Morrison, Faculty, Ucluelet (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  
Ulysse Ishimwe, Student, Comox Valley  
RaeAnn Hartman, Faculty, Comox Valley  
Vi Mundy, Board of Governors Representative

**1. Declaration of Quorum**

D. Lightfoot declared quorum at 12:30pm.

**2. Adoption of Agenda**

Moved by **B. Harsell** / Seconded by **S. Jakubiec** **TO APPROVE THE AGENDA FOR MAY 13, 2016.**  
**MOTION CARRIED**

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

Moved by **B. Harsell**/ Seconded by **M. Newton** **TO APPROVE THE MINUTES OF THE MEETING OF APRIL 15, 2016.**

*Error noted:* Pg 4, Item 5.4.7 – 2<sup>nd</sup> motion should be seconded by K. Haggith (not Kuhnert).

**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**

No meeting.

**5.3 Fast Track Committee**

No meeting.

**5.4 Curriculum Committee**

**Minutes of Curriculum Meetings – April 22, 2016**

**Documents for Review**

5.4.1 **5.4.1 – 5.4.5 were taken as a bundle.**

Moved by B. Harsell / Seconded by D. George TO APPROVE  
ITEMS 5.4.1 – 5.4.5.

Program Revision – Academic English Language Program

**EFFECTIVE/START DATE: FA 2016**

*Rationale:*

D. Lightfoot stated that the department wants to divide 2 of their pre-intermediate courses into 3, and change the numbering of these courses so they align with their other higher level ESL courses.

*Discussion:*

None.

5.4.2 **New Course – ESL 011 Pre-intermediate Reading & Writing**

As above.

5.4.3 **New Course – ESL 017 Pre-intermediate Grammar**

As above.

5.4.4 **Course Revision – ESL 008 Pre-intermediate Listening & Speaking**

As above.

5.4.5 **Course Deactivation – ESL 003 Pre-intermediate Reading & Writing**

As above.

**MOTION CARRIED.**

5.4.6 **Course Revision – THM 238 Service Management and Operations**  
Moved by D. George / Seconded by B. Harsell TO APPROVE THE  
COURSE REVISION.

**EFFECTIVE/START DATE: FA 2016**

*Rationale from form:*

*THM 238 Service Management and Operations is to be reactivated as an elective and will be offered when and as demand and resources dictate. The prerequisite was amended to allow for direct admittance for students registered in the Global Tourism programs.*

*Discussion:*

- Clarification about course being an elective but also required in other programs.

This course is being reactivated as an elective but may be used in other programs as needed.

**MOTION CARRIED.**

5.4.7 **Items 5.4.7 – 5.4.13 were taken as a bundle.**

Moved by K. Kuhnert / Seconded by M. Newton TO APPROVE  
THE COURSE REVISIONS IN ITEMS 5.4.7 – 5.4.13.

Course Revision – AED 041 Computer Foundations

**EFFECTIVE/START DATE: FA 2016**

*Rationale from form:*

*[This information] was not included when credit/hours were added to ASD courses.*

*Discussion:*

- Clarification on the range of hours.

ASD classes have a range of hours to accommodate the varied student abilities. It was suggested that the total hours be .5 rather than .25 but the revisions were accepted as is.

5.4.8 **Course Revision – AED 042 Budgeting and Managing Your Money**

As above.

5.4.9 **Course Revision – AED 043 Customer Service**

- 5.4.10 **Course Revision – AED 044 Workplace Organizational Skills**
- 5.4.11 **Course Revision – AED 045 Basics of Emergency First Aid**
- 5.4.12 **Course Revision – AED 046 Introduction to Inspiration Computers**
- 5.4.13 **Course Revision – AED 047 Emergent Literacy**

**MOTION CARRIED.**

- 5.4.14 **Items 5.4.14 – 5.4.20 were taken as a bundle.**  
**Moved by M. Newton / Seconded by M. Ducharme TO APPROVE**  
**ITEMS 5.4.14 – 5.4.20.**

**New/Program Revision – Employment Transition/Construction Access**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*This program is a sector specific skills training program that combines essential employment transition skills and specific skills training for the construction industry. The program is designed to meet the needs of a cohort of students with barriers to learning who require a supportive learning environment that meets their individual needs. The program prepares students for entry level positions in the construction industry.*

***Discussion:***

- Clarification of the time limit for completion of the program.  
The department prefers to offer a range and be flexible in order to support the students.
- Clarification of Student Evaluation; “demonstration of working with others”  
This is a specific skillset necessary for these students. The program is designed to help them go from theory-based learning to practical application with the goal of preparing them for the workplace. Working with others is built into their projects.
- Clarification of two different Instructor Qualifications  
There are usually two instructors in the classroom. One has the Masters of Education, the other is instructor of the construction aspect of the course.
- These courses will be used in the program and may also be used as a stand-alone course.

- 5.4.15 **Course Revision – TRD 120 Introduction to Construction I**  
**EFFECTIVE/START DATE: FA 2016**

***Rationale:***

*Course will be used in Employment Transition/Access Construction under ASD program. Needs 000 level.*

- 5.4.16 **Course Revision – TRD 122 Construction Workplace Safety**  
As above.

- 5.4.17 **Course Revision – TRD 124 Introduction to Construction II**  
As above.

- 5.4.18 **Course Revision – TRD 126 Concrete Placement**  
As above.

- 5.4.19 **Course Revision – AED 019 Advanced Work Experience II**  
**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*This accommodates the needs of students with a range of abilities and work experience needs.*

- 5.4.20 **Course Revision – AED 051 Work Experience Extension**  
**EFFECTIVE/START DATE: FA 2016**

***Rationale:***

Change the course hours and credits on AED 051 so that it can span two semesters and accommodate students in the program who may take only one shorter work experience or those who require a longer or more work experiences.

**MOTION CARRIED.**

5.4.21 **New Course – AED 015 Introduction to Sign Language**  
**Moved by D. George / Seconded by S. Jakubiec TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Provide students with the opportunity to learn an additional language, thereby enhancing employment opportunities. Sign language is a recognized alternative language for personal communication used by non-verbal students and their peers, therefore learning sign language by both verbal and non-verbal students increases communication skills and opportunities with peers, support persons, co-workers and instructors.*

**Discussion:**

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X; add PLA plan is under development

5.4.22 **New Course – AED 054 Literacy for Life 2**  
**Moved by M. Newton / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Basic literacy skills are required to succeed in many jobs and to participate more independently in life. Presently NIC offers two basic literacy courses for ASD students. Students require more courses than what we presently offer to practice and/or refine their literacy skills. This course is being developed with one other so that students may take up to four basic literacy courses, allowing for time and multiple years of study to develop their skills.*

**Discussion:**

- Clarification re effective date of FA 2016 and calendar deadline. These courses do not go into the calendar.
- Clarification re “learner-centered” terminology  
Course work is individualized and students help to choose books in the book club.

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.23 **New Course – AED 055 Literacy for Life 3**  
**Moved by B. Harsell / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Same as above.*

**Discussion:**

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.24 **New Course – AED 056 Workplace Safety Literacy**  
**Moved by B. Harsell / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Basic workplace safety literacy skills are required to succeed in many jobs and to participate more independently in life. Students need a practice time to work with workplace safety language before entering a workplace.*

***Discussion:***

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.25 **New Course – AED 059 Math and Money Basics**  
**Moved by D. George / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Numeracy is a skill that requires many years to develop. Students in our ASD courses require more course options to allow for development and progression of skills. There is a gap in offering of a one semester introduction to math and money skills.*

***Discussion:***

**It was agreed** that all courses without specific prerequisites should have “Interview with instructor” as prerequisite. These revisions will be made prior to submission to SRO.

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.26 **New Course – AED 063 Advanced Literacy 2**  
**Moved by M. Newton / Seconded by D. George TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

***Rationale from form:***

*Basic literacy skills are required to succeed in many jobs and to participate more independently in life. Presently NIC offers one advanced literacy courses for ASD students. Students require more courses than what we currently offer to practice and/or refine their literacy skills. This course is being developed with one other so that students may take more than one year of literacy study, allowing for time and multiple years of learning to develop their skills.*

***Discussion:***

- Clarification of prerequisite and PLA notation about an interview with the instructor.  
PLA should be available for students.

Revisions noted below.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.27 **New Course – AED 064 Advanced Literacy 3**

**Moved by D. George / Seconded by S. Jakubiec TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Basic literacy skills are required to succeed in many jobs and to participate more independently in life. Presently NIC offers one advanced literacy courses for ASD students. Students require more courses than what we currently offer to practice and/or refine their literacy skills. This course is being developed with one other so that students may take more than one year of literacy study, allowing for time and multiple years of learning to develop their skills.*

**Discussion:**

Clarification of revisions to #29 PLA.

**MOTION CARRIED.**

**Moved by B. Harsell / Seconded by D. George TO AMEND AED 054, 055, 056, 059, 063, 064, BY REMOVING X AND LANGUAGE IN #29 AND ADDING X AND PLA IS UNDER DEVELOPMENT.**

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.28 **New Course – AED 065 Literacy Book Club 2**

**Moved by K. Kuhnert / Seconded by S. Jakubiec TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Basic literacy skills are required to succeed in many jobs and to participate more independently in life. Presently NIC offers one advanced literacy courses for ASD students. Students require more courses than what we currently offer to practice and/or refine their literacy skills. This course is being developed with one other so that students may take more than one year of literacy study, allowing for time and multiple years of learning to develop their skills.*

**Discussion:**

- Clarification of prerequisites and additional information.  
All these courses should have “...and meeting with instructor” in addition to any other prerequisites.

**MOTION CARRIED.**

**Action Items – Changes Required**

- #16 Add “and meeting with instructor”
- #23 Remove 1<sup>st</sup> sentence related to #16
- #29 Remove X and Rationale; add PLA plan is under development

5.4.29 **New Course – AED 066 Literacy Book Club 3**

**Moved by D. George / Seconded by B. Harsell TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Basic literacy skills are required to succeed in many jobs and to*

*participate more independently in life. Presently NIC offers one advanced literacy courses for ASD students. Students require more courses than what we currently offer to practice and/or refine their literacy skills. This course is being developed with one other so that students may take more than one year of literacy study, allowing for time and multiple years of learning to develop their skills.*

**Discussion:**

Same prerequisite revision as above.

**MOTION CARRIED.**

**Moved by M. Ducharme / Seconded by B. Harsell TO AMEND AED 065 AND 066 BY REMOVING X AND LANGUAGE IN #29 AND ADDING X AND PLA IS UNDER DEVELOPMENT.**

**MOTION CARRIED.**

**Action Items – Changes Required**

#16 Add “and meeting with instructor”

#23 Remove 1<sup>st</sup> sentence related to #16

#29 Remove X and Rationale; add PLA plan is under development

5.4.30 **New Course – AED 067 Adaptive Technology for Communication**  
**Moved by S. Jakubiec / Seconded by D. George TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Students wanting to use adaptive communication tools require time to acquire and practice the new skills. There is a need for this course for our student body.*

**Discussion:**

None.

**MOTION CARRIED.**

**Action Items – Changes Required**

#16 Add “and meeting with instructor”

#23 Remove 1<sup>st</sup> sentence related to #16

#29 Remove X and Rationale; add PLA plan is under development

5.4.31 **Items 5.4.31 – 5.4.32 were taken as a bundle.**

**Course Revision – HCA 140 Practice Experience I**

**Moved by B. Harsell / Seconded by S. Jakubiec TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Currently the ACDs for HCA 140 and HCA 150 state each course is 105 hours – 210 hours in total. HCA 140 has always been offered as a 3 week course, 30 hrs/wk = 90 hours. HCA 150 has always been offered over 4 weeks at 30 hrs/wk = 120 hours. The total hours for the HCA residential care practice component is unchanged – the ACDs will now accurately reflect how each course is actually being delivered.*

**Discussion:**

It was noted that housekeeping items like this one should be done before calendar deadline.

5.4.32 **Course Revision – HCA 150 Practice Experience III**

As above.

**MOTION CARRIED.**

5.4.33 **Course Revision – HSW 250 Advanced Practice Experience**  
**Moved by B. Harsell / Seconded by K. Kuhnert TO APPROVE THE COURSE REVISION.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

Currently students must complete all first term and second term theory courses in order to begin practicum placements. Providing flexible early entry into practicums will accomplish two purposes: 1. Students will have an opportunity to engage in observation and orientation activities in their practicum placements prior to engaging full time and 2. Students will fulfill their practicum hours in a timely fashion so that all students complete by the mid June graduation date. (Currently students often have not fulfilled their commitments by the grad date). In order for these goals to be accomplished the requisite of completion of all theory classes should be changed to C minimum in all first term Human Services Diploma courses and co-requisite enrollment in all second term theory courses.

**Discussion:**

Recommended revision below.

**MOTION CARRIED.**

**Action Items – Changes Required**

Prerequisites: Add Corequisite and list fall theory courses.

5.4.34 **Items 5.4.34 – 5.4.35 were taken as a bundle.**

**Course Revision – SSW 150 Social Services Practice Experience I Moved by B. Harsell / Seconded by S. Jakubiec TO APPROVE THE COURSE REVISIONS.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

Currently students must complete all first term and second term theory courses in order to begin practicum placements. Providing flexible early entry into practicums will accomplish two purposes: 1. Students will have an opportunity to engage in observation and orientation activities in their practicum placements prior to engaging full time and 2. Students will fulfill their practicum hours in a timely fashion so that all students complete by the mid June graduation date. (Currently students often have not fulfilled their commitments by the grad date). In order for these goals to be accomplished the requisite of completion of all theory classes should be changed to Admission to the Social Services Diploma Program and C minimum in all first term SSW Diploma courses and co-requisite enrollment in all second term theory courses.

**Discussion:**

Recommended revisions to both courses below.

5.4.35 **Course Revision – SSW 250 Advanced Practice Experience Social Service**

As above.

**MOTION CARRIED.**

**Action Items – Changes Required**

Prerequisites: Add Corequisite and list winter theory courses.

**6. New Business – None.**

**7. Correspondence/Information**

- 7.1 K. Kuhnert provided a follow-up on the question about the Welding Program's Admission Requirements referencing the ITA:  
She had a conversation with C. Udy and C. O'Connell and all agreed that the ITA website is confusing for students. They decided to add the recommended hours into the Admission Requirements, and as this didn't change the Requirements it did not need to come back to EdCo. That information is now available on the NIC website.
- 7.2 D. Lightfoot provided a follow-up on the question about having an external elective in the BBA General Management Program:  
This course is not currently offered at NIC and the department feels that it is



sufficiently important enough to include it as an elective.

- 8. Meeting Evaluation – Roundtable Discussion**  
Everyone agreed it was a productive and informative meeting.
- 9. Confirmation of Next Meeting – June 3, 2016**
- 10. Adjournment 1:46**