

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, JUNE 3, 2016**

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Darren George, Faculty, Campbell River (ITV)
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
RaeAnn Hartman, Faculty, Comox Valley
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
Kara Foreman, Recording Secretary (RS)

REGRETS: Nadia Belfrage, Student, Comox Valley
Tony Bellavia, Administration
Mariah Carpenter, Student, Campbell River
Lisa Domae, Administration
Marie Ducharme, Faculty, Comox Valley
Tal Evans, Student, Comox Valley
Caitlin Hartnett, Faculty, Mt. Waddington
Ulysse Ishimwe, Student, Comox Valley
Mary Pat Thompson, Faculty, Comox Valley
John Bowman, President
Vi Mundy, Board of Governors Representative

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:33pm.

2. Adoption of Agenda

Moved by **B. Harsell / Seconded by M. Newton TO APPROVE THE AGENDA FOR JUNE 3, 2016.**
MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by **S. Jakubiec/ Seconded by R. Hartman TO APPROVE THE MINUTES OF THE MEETING OF MAY 13, 2016.**

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

Minutes from May 13, 2016

K. Kuhnert stated that the Committee is currently working on integrating Policy 3-09 into Policy 3-33. She expects it will be ready for EdCo approval in the fall. There are a number of other policies under review which will be brought to Council in the next academic year. The Minister has mandated a policy on sexual violence which must be implemented within a year so the Committee will be working on that.

5.3 Fast Track Committee – No meeting

Q: Why have there been no Fast Track meetings?

A: The Fast Track process is only used in exceptional circumstances; it is not just an alternate process. There have been no exceptional circumstances in the last months.

5.4 Curriculum Committee

Minutes of Curriculum Meetings – May 20, 2016

Correction to minutes: Item 2.1.1 Discussion – this is an 8 month, not 8 week program.

Documents for Review

- 5.4.1 Program Revision – Hospital Unit Clerk**
Moved by K. Haggith / Seconded by S. Jakubiec TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Students are required to complete the HUC Program within two, consecutive terms to remain current with major changes in the health field. For example, the IHealth initiative (Island Health electronic records system) is transforming health service delivery and administrative processes, necessitating skills-updating. This completion requirement is consistent with other Island Post-Secondary Certificate Programs.

Discussion:

Q: Is “within two consecutive terms” the clearest language for students, rather than “in one year”?

A: The proponent consulted with the Registrar’s office on this language. In future it’s possible there may be two offerings of this program so referencing “year” would be confusing.

MOTION CARRIED.

- 5.4.2 Course Revision – MAT 060 Provincial ABE Mathematics**
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale:

Minor housekeeping details to more accurately describe actual course and delivery methods, MAT 066/067 is no longer offered (ACDs deactivated 3013-09-01)

Discussion:

It was noted that the Transfer Status is inaccurate. K. Kuhnert will follow up on this and make recommendations for better language. This is a minor change so will not need EdCo approval. There are other courses that will also require this clarification.

MOTION CARRIED

- 5.4.3 ITEMS 5.4.3 – 5.4.5 APPROVED as a bundle.**
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE ITEMS 5.4.3 – 5.4.5.

New Course – ESL 044 IELTS Preparation

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Currently we have 2 IELTS Preparation classes – one for reading & writing (ESL 042) and one for listening & speaking (ESL 043). We want to integrate ESL 042 & 043 into one 3 hour elective to:

- 1. Make the IELTS Prep course more attractive to students (they can get preparation in all 4 skills in our course).*
- 2. Align the IELTS Preparation class with all our other 3 hour electives (right now it’s more like a 6 hour elective).*

Discussion:

None.

- 5.4.4 Course Deactivation – ESL 042 IELTS Preparation – Reading & Writing**
Approved as a bundle

- 5.4.5 Course Deactivation – ESL 043 IELTS Preparation – Listening & Speaking**
Approved as a bundle

MOTION CARRIED.

5.4.6 ITEMS 5.4.6 – 5.4.7 APPROVED as a bundle.
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE ITEMS 5.4.6 & 5.4.7

New Program – Prep Cook
EFFECTIVE/START DATE: FA 2016

Rationale from form:

The Prep Cook program is designed as an applied entry-level program in the field of cooking. This training will encompass the skills and knowledge required to be job ready and successful in an entry level cooking position in the food production and service industry. At this time all culinary/cook programming at NIC is apprenticeship based thus there is no entry level cook training at NIC. Although North Island College's apprenticeship training is very successful it is not always required or supported by industry as employers are seeking cook assistants and helpers. The Vancouver Island regional labour market has a demand for a workforce with entry level cook skills training. This program will fill needs of regional employers while preparing individuals for entry level jobs in the culinary sector spanning the tourism and hospitality industry. For students who excel and chose to pursue continued training this credential provides an excellent introduction into the Professional Cook profession.

Discussion:

None.

5.4.7 New Course – PCK 100
EFFECTIVE/START DATE: FA 2016

Rationale from form:

At this time all Cook programming at NIC is apprenticeship based. There is currently no entry level cook training at NIC and this leaves a gap in programming. NIC offers Professional Cook apprenticeship training which often exceeds the training required for entry level positions in our region. This course will fill the needs of industry and will prepare individuals for entry level jobs, as well as create awareness of the cook profession and the Professional Cook Program at NIC.

Discussion:

None.

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

7.1 All meetings schedule 2016-17.

This item was presented for Council's information.

It was noted that the new parking fees may make it prohibitive for students (and perhaps some faculty) to sit on Council if they don't have another reason to be on campus on Fridays. This could discourage them from running for a seat. There was a suggestion that parking passes be made available to them but currently there is no process in place.

7.2 Members' Terms 2015-2017

D. Lightfoot thanked members whose terms are up in September and encouraged them to run for Council again and/or encourage their colleagues to run for a seat on Council. Nominations will be called for in September.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – October 14, 2016

10. ADJOURNED AT 12:59pm