

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, OCTOBER 14, 2016**

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Tony Bellavia, Administration
Alexia deGroot, Student, Comox Valley
Marie Ducharme, Faculty, Comox Valley
Kathleen Haggith, Administration (ITV)
Brad Harsell, Faculty, Campbell River (Teleconference)
Caitlin Hartnett, Faculty, Mt. Waddington
Kathleen Kuhnert, Administration, Comox Valley
Brooke McIntosh, Support Staff, Campbell River (ITV)
Bill Morrison, Faculty, Ucluelet (ITV)
Jerry Mundi, Student, Comox Valley
Mac Newton, Faculty, Comox Valley
Gillian Northwood, Support Staff, Comox Valley
Ben O'Connor, Student, Comox Valley
Amy Rowes, Faculty, Campbell River
Haley Sullivan, Student, Comox Valley
John Bowman, President
Kara Foreman, Recording Secretary (RS)

REGRETS: RaeAnn Hartman, Faculty, Comox Valley
Judith Marriott, Faculty, Comox Valley
Kelly Shopland, Administration, Comox Valley

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:34pm and requested a round of introductions. He welcomed new members: Alexia deGroot, Jerry Mundi, Gillian Northwood, Ben O'Connor, Amy Rowes, Kelly Shopland and Haley Sullivan.

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE AGENDA FOR OCTOBER 14, 2016.

MOTION CARRIED

3. Review of Minutes

Moved by B. McIntosh/ Seconded by B. Morrison TO APPROVE THE MINUTES OF THE MEETING OF JUNE 3, 2016.

Approved as presented.

MOTION CARRIED

4. Business Arising

President John Bowman acted as presiding officer for the elections.

4.1 Chair and Vice Chair elections (Terms commencing January 1, 2017)

- Dennis Lightfoot acclaimed as Chair
- Brad Harsell acclaimed as Vice Chair

4.2 Appointment of Standing Committee Chairs

- Kathleen Kuhnert re-appointed as Chair of Planning & Standards Committee
- Kathleen Haggith re-appointed as Chair of Curriculum Committee

4.3 Confirmation of Standing Committee Members

- Current committee members were confirmed

4.4 Call for new members of Standing Committees

New members as follows:

Curriculum Committee:

- Alexia deGroot

- Jerry Mundi
- Planning & Standards Committee:**
- Still needed: 2 additional faculty members
- Fast Track Committee**
- Gillian Northwood

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report. He stated that the Curriculum Process Review subcommittee has been working on addressing identified problems in the curriculum development and approval processes. The subcommittee is ready to start implementing solutions but resources are required. A plan is being developed to provide a rationale for these resources. Some of these solutions which don't require additional resources are being implemented now. Changes are being made to the Curriculum Committee review process this month to encourage a more consultative experience for faculty developing curriculum. The desired outcome is to have policies and procedures in place that ensure that NIC's curriculum is regularly reviewed and updated (e.g. on a 5 year cycle). This will initially increase the work load for faculty, Curriculum Committee, Education Council and the Recording Secretary, but will result in curriculum documents that accurately reflects what is being delivered to students.

He also stated that he would be attending the Academic Governance Council (AGC) bi-annual meeting on Monday in New Westminster. This is a gathering of all Education Council chairs in BC. He invited members to contact him if they wanted anything brought to this meeting.

5.2 Planning and Standards Committee

Minutes from September 23, 2016

K. Kuhnert stated that the committee is continuing work on Policy 3-09 Exam Policy. The committee identified that some of the language in this policy should be moved to Policy 3-33 Evaluation of Student Performance, and some of the language in 3-33 should be moved to a new policy on Course Outlines. The committee will be reviewing the Course Outline Policy draft at the next meeting. They will continue to review all of these inter-related policies and they will be brought forward for approval together. The committee wants to ensure there aren't redundancies and that each policy is complete.

5.3 Fast Track Committee – No meeting

5.4 Curriculum Committee

Minutes of Curriculum Meeting – 23 September 2016

K. Haggith stated that, as part of the new process, Curriculum Committee will now be looking at the entire Authorized Course Description (ACD) and not just on the proposed changes to the curriculum, as was previous practice. The committee also wants to ensure that the review process is supportive, rather than daunting for faculty as much as possible, while maintaining quality assurance. Time between submission and the meeting has been extended to allow time for the committee to review and provide feedback to the proponents so they can be better prepared for the meeting.

Documents for Review

5.4.1 Course Revision – BIO 060 Introducing Biology (College Preparatory Biology II) Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The pre-req modification is in place of English 12, so that it matches the minimum requirement for Bio110, and that the two courses have the same pre-reqs. Math has been removed, as there is minimal math involved in the course, and most students requiring this course as a pre-requisite for other programs already require math.

Lab policy is being standardized across Biology, Chemistry and Physics. The first three refer to the importance of both theoretical and practical (experimental) knowledge. The last policy allows students who have demonstrated good practical knowledge to focus on the theoretical component that they have not mastered.

Discussion:

Confirmed this course has the same title as BIO 110. Students can take either. It is the same course. (Delivery Methods will be removed by SRO.)

MOTION CARRIED.

**5.4.2 Course Revision – BIO 110 Concepts in Biology (Inhabiting the Human Body)
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The pre-req modification is in place of English 12, so that it matches the minimum requirement for Bio060, and that the two courses have the same pre-reqs.

Content: while the content modification appear as ‘more than ½’, it is simply a more detailed description of content topics not clearly defined in the prior version. All wording is now matching the ABE Articulation Handbook guidelines, so that students can also transfer Bio110 to other institutions as a Provincial Biology ABE course, since it is the same course content.

Learning Outcomes: while the learning objectives modification appears as ‘more than ½’, it is simply a more detailed description of learning objectives not clearly defined in the prior version. All wording is now matching the ABE Articulation Handbook guidelines, so that students can also transfer Bio110 to other institutions as a Provincial Biology ABE course, since it is the same learning objectives.

Student evaluation has also been edited to include a second midterm exam (each now worth 15%) and reduce the Quizzes & Assignments to 10%. Final exam and labs have had their weights adjusted to 35% and 25%, respectively. Changes in grading structure is so that Bio060 and Bio110 have same grading structure. Also added is text relating to updated departmental policies.

Lab policy is being standardized across Biology, Chemistry and Physics. The first three refer to the importance of both theoretical and practical (experimental) knowledge. The last policy allows students who have demonstrated good practical knowledge to focus on the theoretical component that they have not mastered.

Discussion:

Confirmed BIO 060 & 110 are taught at the same time in the same classroom. Which course students choose depends on what credits they need. Transfer credit is different for each course. Most students choose BIO 110 because it provides access to student loans and provides a post-secondary credit.

MOTION CARRIED.

**5.4.3 Course Revision – BIO 102 Principles of Modern Biology I
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Bio 110 is being added as a prerequisite as Bio 110 and Bio 060 are now dual coded and are the same course.

Lab policy is being standardized across Biology, Chemistry and Physics. The first four refer to the importance of both theoretical and practical (experimental) knowledge. The last policy allows students who have demonstrated good practical knowledge to focus on the theoretical component that they have not mastered.

Discussion:

Confirmation of Course Title switch with BIO 103. These courses are not sequential. Usually 103 is offered in the fall and 102 is offered in the winter. One is not a prerequisite for the other.

MOTION CARRIED.

**5.4.4 Course Revision – BIO 103 Principles of Modern Biology II
Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Bio 110 is being added as a prerequisite as Bio 110 and Bio 060 are now dual coded and are the same course.

Lab policy is being standardized across Biology, Chemistry and Physics. The first four refer to the importance of both theoretical and practical (experimental) knowledge. The last policy allows students who have demonstrated good practical knowledge to focus on the theoretical component that they have not mastered.

Discussion:

None.

MOTION CARRIED.

**5.4.5 Course Revision – ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
K. Haggith noted that due to the urgency of adding missing Instructor Qualifications to several of their ACDs, the English department agreed to return with other required revisions (e.g. Learning Outcomes) by September 2017 at the latest.**

**Moved by K. Haggith / Seconded by C. Hartnett TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Instructor qualifications not included in previous ACD.

Discussion:

Confirmed this change must be back dated to Fall 2016.

ACTION:

Department to remove text related to limiting class size under Additional Information with other changes coming September 2017. This is related to timetabling and should not be on the ACD.

Request for the department to review the Format for consistency. **RS will notify department.**

It was noted that the subcommittee is addressing several issues related to consistency on the forms.

MOTION CARRIED.

**5.4.6 Course Revision – ENG 108 Introduction to Creative Writing: Poetry & Drama
Moved by K. Haggith / Seconded by M. Newton TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Instructor qualifications were overlooked in previous ACD.

Discussion:

Confirmed this change must be back dated to Fall 2016.

ACTION:

Department to remove text related to limiting class size under Additional Information with other changes coming September 2017. **RS will notify department.**

MOTION CARRIED.

**5.4.7 Course Revision – ENG 115 Essay Writing & Critical Analysis
Moved by K. Haggith / Seconded by J. Mundi TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Prerequisites: Language is redundant.

Instructor Qualifications missing.

Discussion:

Confirmed that this ACD needs a complete overhaul but requested revisions must go through now.

MOTION CARRIED.

- 5.4.8 Course Revision – ENG 120 Introduction to Literature: Short Stories & the Novel Moved by K. Haggith / Seconded by H. Sullivan TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Instructor qualifications missing.

Discussion:

This course will be deactivated later this year.

MOTION CARRIED.

- 5.4.9 Course Revision – ENG 121 Introduction to Literature: Poetry & Drama Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Not currently offered in distance format

Evaluation out of date

Instructor qualifications missing.

Discussion:

This course will be deactivated in summer 2017.

It was confirmed that it is not being offered this fall, so changes to Student Evaluation will not impact students with back-dated revisions.

Clarification that the removal of Distance format will not impact delivery. It is just being removed from the ACDs. Delivery is handled between the department and timetabling.

MOTION CARRIED.

- 5.4.10 Course Revision – ENG 125 Composition and Indigenous Literature I Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: WI 2017

Rationale from form:

Instructor qualifications were missing on the ACD.

Content was connected to a specific text. Condensed content will allow for easier localization of course content and convey that the text is an instructor choice.

Comparison essay was worth 10%, which is quite low for an assignment that is challenging for those doing literary analysis for the first time. 25% is still a considerable weight to give to the final exam.

Discussion:

It was noted that this course is being offered this term so evaluation methods cannot be changed now. It was agreed that these changes should be effective Winter 2017 instead.

ACTION:

Change effective date to WI 2017.

RS will make this change prior to submission to SRO.

MOTION CARRIED with revision to effective date as noted.

- 5.4.11 Course Revision – ENG 126 Composition and Indigenous Literature II Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Instructor qualifications missing.

Discussion:

This course will be deactivated Summer 2017.

MOTION CARRIED.

- 5.4.12 Course Revision – ENG 159 Professional Writing**
Moved by K. Haggith / Seconded by M. Newton TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2016

Rationale from form:

To make the qualifications consistent with other English courses.

Discussion:

Clarification of non-transferability of ENG 159; it was designed primarily for students in the Electronics program. Changes were made to ENG 160 so that it is transferable.

MOTION CARRIED.

- 5.4.13 Course Revision – ENG 160 Effective Organizational Writing**
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Instructor qualifications missing.

Discussion:

Noted that evaluation has no specific percentages. This is why it's necessary to note that no single evaluation will be worth more than 40%.

Also noted that it's helpful to have percentages when advising students what to expect in the course.

MOTION CARRIED.

- 5.4.14** Items 5.4.14 & 5.4.15 were taken as a bundle.
Course Revision – ENG 212 Introduction to Canadian Literature I
Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2016

Rationale from form:

Format: Not offered through distance.

Course Content: Tidy up writing to better reflect course content.

Learning Outcomes: Accuracy and improved format.

Evaluation: Reflect current practice.

Instructor Qualifications missing.

Discussion:

None.

MOTION CARRIED.

- 5.4.15 Course Revision – ENG 213 Introduction to Canadian Literature II**
As noted above.

- 5.4.16** Items 5.4.16 & 5.4.17 were taken as a bundle.
Course Revision – BIO 160 Human Anatomy and Physiology I
Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: SP 2017

Rationale from form:

Bio 110 is being added as a prerequisite as Bio 110 and Bio 060 are now dual coded and are the same course.

Discussion:

These two courses were taken together as the revisions were related to each other.

MOTION CARRIED.

5.4.17 Course Revision – BIO 161 Human Anatomy and Physiology II

EFFECTIVE/START DATE: SU 2017

As noted above.

**5.4.18 Course Deactivation – MAT 046 Advanced Level Developmental Mathematics
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE COURSE
DEACTIVATION.**

EFFECTIVE/START DATE: WI 2017

Rationale from form:

Course no longer supports admission requirements to Post Secondary Educational Programs.

Discussion:

None.

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

7.1 Memo Re: Program Suspension Extension – Professional Photography

D. Lightfoot noted that any questions related to this item should be directed to Tony Bellavia, Acting VP, Learning & Students.

7.2 Administrative Appointment to Education Council – Kelly Shopland, Director, Aboriginal Education

7.3 Letter of Appreciation to members of the Research Ethics Board

(A. Brady, P. Burton, J. Fraser, D. George, W. Harris, J. Heintz, D. Naugler, A. Scholtz)

7.4 Letters of Appointment to the Research Ethics Board

(A. Brady, P. Burton, W. Harris, J. Heintz, D. Naugler)

7.5 Election Rules & Regulations, July 2016

K. Kuhnert stated that the College and Institute Act requires the Registrar to set out the rules and regulations the elections of members to the Board of Governors and Education Council. There have been changes to the college's organizational structure in the last year that affected the seat distribution for faculty members of Education Council. The updates reflect these changes and were done in consultation with the President, Board Chair, NICFA, CUPE and the EdCo Chair. There are still two vacant Port Alberni faculty seats and the next opportunity for nominations is in February.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting. New members were welcomed and acknowledged. K. Kuhnert encouraged faculty in Port Alberni to invite their colleagues to consider running for Council in February. President Bowman acknowledged the importance of Education Council to the college and thanked members and the Chair and Vice Chair for their commitment and participation.

9. Next Meeting – November 18, 2016

10. ADJOURNED AT 1:47pm