

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, NOVEMBER 18, 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
RaeAnn Hartman, Faculty, Comox Valley
Kathleen Kuhnert, Administration
Judith Marriott, Faculty, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Bill Morrison, Faculty, Ucluelet (ITV)
Jerry Mundi, Student, Comox Valley
Mac Newton, Faculty, Comox Valley
Gillian Northwood, Staff, Comox Valley
Amy Rowes, Faculty, Campbell River
Kelly Shopland, Administration, Comox Valley
Haley Sullivan, Student, Comox Valley
John Bowman, President
Kara Foreman, Recording Secretary (RS)

REGRETS: Caitlin Hartnett, Faculty, Mt. Waddington
Ben O'Connor, Student, Comox Valley

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:32pm and requested a round of introductions.

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE AGENDA FOR NOVEMBER 18, 2016.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by K. Kuhnert/ Seconded by B. McIntosh TO APPROVE THE MINUTES OF THE MEETING OF OCTOBER 14, 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. He stated that he attended the Academic Governance Council meeting at the Justice Institute of BC. The council is exploring group procurement of curriculum software and potential funding resources. He also stated that he will be presenting a proposal from the Curriculum Process Review subcommittee to the VP Learning & Students before the next EdCo meeting. There were no questions.

5.2 Planning and Standards Committee

Minutes from October 28, 2016

K. Kuhnert stated that the committee continues to work on integrating 3 related policies which she anticipates bringing to Council in March 2017. She also noted that current legislation mandates that all post secondary institutions have a sexual violence and misconduct policy. A draft of this policy will be brought to the committee, and to the college community for their review and feedback. This is a Board of Governors' policy and once approved, it will be brought back to Education Council for information. It must be approved by May 2017. It will also address digital issues.

5.3 Fast Track Committee

No meeting

5.4 Curriculum Committee

Minutes of Curriculum Meetings – October 21, 2016

K. Haggith noted that 3 items were withdrawn after the October Curriculum Committee meeting as further revisions were needed. They will be included on the November Curriculum Committee meeting agenda and brought forward to Education Council in December. They were ENG 116, 122 and 127.

Documents for Review

5.4.1 Program Revision – English Language Program

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

In order to separate our current ESL 003 into 2 courses, we had to complete two CDWs, so it made sense to use this opportunity to align all our pre-intermediate course codes with the course codes at our intermediate and advanced levels.

Discussion:

None.

MOTION CARRIED.

5.4.2 Course Revision – IMG 102 Computer Graphics I

Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE COURSE REVISION WITH THE ADDITION OF ENGLISH 12 FIRST PEOPLES TO PREREQUISITES.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Co-requisite not necessary for the completion of this course.

Discussion:

It was agreed that English 12 First Peoples should be added to the prerequisites.

Action Item:

(RS) Add English 12 First Peoples to prerequisites.

MOTION CARRIED.

5.4.3 New Course – ENG 038 Directed Essential English Studies

Moved by K. Haggith / Seconded by G. Northwood TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

One is a series of Directed Studies courses designed to respond to requests from industry and community partners. In this case, the focus is Essential English skills.

Discussion:

It was agreed that the prerequisites should reference some kind of assessment as noted in the Learning Outcomes.

Re concerns about similarities with other courses: This skill-acquisition course will be tailored to specific training opportunities and will require a funding source for delivery. It is a shorter course than those which are similar.

Action Item:

#16 prerequisites: should say “Assessment and Instructor Permission”

MOTION CARRIED.

5.4.4 Items 5.4.4 and 5.4.5 were taken together

Course Revision – PHY 120 Principles of Physics I

Moved by K. Haggith / Seconded by A. deGroot TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Course content and learning outcomes have been changes to better align our courses with first year physics courses at other institutions in BC, particularly UVic. A second midterm exam has been added to provide more feedback for students, and to lower the stakes on the final exam. Other changes are cosmetic in nature, and are meant to bring the ACD document up to current standards.

Discussion:

It was noted that these courses are probably due for re-articulation. D. Lightfoot will confirm and advise Student Services.

Action Item:

(DL) follow up

MOTION CARRIED.

**5.4.5 Course Revision – PHY 121 Principles of Physics II
See above.**

**5.4.6 Course Revision – THM 107 Accommodating Your Guests
Moved by K. Haggith / Seconded by A. deGroot TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The content requires an introductory level of ratio analysis which is at a Math 9/10 level. Math prerequisite is a barrier to students interested in exploring the program.

Discussion:

Concern was expressed about having no math requirements when course content and learning outcomes include reference to “accounting.” It was noted that the Business department was consulted and confirmed that math was not needed for this course. Research identified that other institutions (e.g. Camosun) have removed all math from equivalent courses.

It was also noted that the program requirements still include math, so removing them from the course will not remove the barrier to students. However, if students are doing their English and math upgrading concurrently, this opens up another option for them in their first year.

It was agreed that this item be tabled with a recommendation that the proponent review EdCo’s concerns and bring their response back to the November Curriculum Committee meeting, in order to meet the calendar deadline.

MOTION TABLED.

**5.4.7 Course Revision – THM 170 Food & Beverage Service
Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE COURSE
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The content for this course is primarily service based and any math skills required are limited to ratios. A math prerequisite for this course is a barrier for students.

Discussion:

Same concerns as noted above.

MOTION TABLED.

**5.4.8 Program Revision – Tourism & Hospitality Management Certificate
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE PROGRAM
REVISION**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The THM program math prerequisites do not currently include any reference to Apprenticeship and Workplace math although a large percentage of the high school population is enrolled in this math. The addition of A&W math will increase the potential pool of applicants and a B grade for entrance will ensure students are well prepared.

BUS 217 has proven to be extremely challenging for 1st year T&H Management students and is impacting enrollment, engagement and retention. Reactivating TRM 155 with some modifications will provide an alternative to BUS 217.

Discussion:

It was noted that the math prerequisites are not equivalencies but offer different access points.

MOTION CARRIED.

**5.4.9 Course Reactivation – TRM 155 Hospitality Management Accounting
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE
REACTIVATION WITH NOTED REVISIONS**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

New course code THM 215

Change to prerequisites

Discussion:

It was noted that all previous accounting designations are now listed as CPAs.

It was also noted that this course will be going through articulation but this notification is no longer necessary on the ACD.

Changes were recommended to language as noted below.

Action Items:

Learning Outcomes; #17 change W.C.B. to WorkSafeBC.

Instructor Qualification; change Accounting Designation to CPA.

MOTION CARRIED.

**5.4.10 Program Revision – Tourism & Hospitality Management Diploma
Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE PROGRAM
REVISION WITH THE AMENDMENT TO THE FORMATTING OF PROGRAM
REQUIREMENTS.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Eliminating BUS 217 from year one and adding an open elective

Add A&W Math 11 to prerequisites

Rewording math prerequisites for readability.

Discussion:

It was confirmed that the replacement of BUS 217 with THM 215 will not negatively impact students laddering into 3rd year business degree programs as Tourism students do not ladder into the Accounting option.

It was agreed that the list of program requirements be clarified for the different options by creating 2 separate lists for the first year.

Action Items:

Program Requirements – Year 1; remove note under open elective and create separate lists for requirements on each option.

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information - None

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting and members appreciate the collegial environment. Some members expressed concern about the need to have basic English and math requirements on all courses and programs.

9. Next Meeting – December 16, 2016

10. ADJOURNED AT 1:55pm