

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, DECEMBER 16, 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
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
Jerry Mundi, Student, Comox Valley
Mac Newton, Faculty, Comox Valley
Gillian Northwood, Staff, Comox Valley
Ben O'Connor, Student, 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

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:30pm.

2. Adoption of Agenda

Moved by M. Ducharme / Seconded by A. deGroot TO APPROVE THE AGENDA FOR DECEMBER 16, 2016.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by B. McIntosh/ Seconded by A. Rowes TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 18, 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 the Executive Committee met with T. Bellavia to discuss moving forward on the Curriculum Process Review project. They will meet again in the new year. He will also schedule another meeting of the review subcommittee in early January.

5.2 Planning and Standards Committee

Minutes from December 2, 2016

K. Kuhnert stated that the committee is working on 3 inter-related policies which will now go through the next stages of consultations: SET, SLT, back to P&S committee and then posting to the community for final feedback before coming to EdCo for final approval.

5.3 Fast Track Committee – No meeting

5.4 Curriculum Committee

Minutes of Curriculum Meetings – November 25, 2016

Documents for Review

- 5.4.1 Items 5.4.1-5.4.3 were taken together**
Course Revision – ENG 116 Essay Writing and Indigenous Perspectives
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE NEW COURSES
ENG 116, 122 AND 127.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Response to TRC call to action for more rigorous Indigenous content and pedagogies in university curricula.

Discussion:

It was noted that after ENG 116 is approved, departments will need to review their prerequisites and program requirements to include ENG 116 if appropriate. A process for communicating this to the departments and for updating the relevant courses and programs efficiently is required.

It was also clarified that information on textbooks is included on the CDW for articulation purposes and then removed from the ACDs to eliminate the need for regular updating.

- 5.4.2 Course Revision – ENG 122 Reading Literature**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

All the universities – VIU, UVic, UBC, SFU, UFV and UNBC – have conflated the discrete genre-based literature courses of short stories/novel (ENG 120) and poetry/drama (ENG 121) into a single course that introduces the range of genres; namely, fiction, poetry, drama, and even non-fiction.

- 5.4.3 Course Revision – ENG 127 Indigenous Literatures in Canada**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Response to TRC call to action for more rigorous Indigenous content and pedagogies in university curricula.

Discussion:

None.

MOTION CARRIED.

Action Items

Process is required to communicate and process updates to prerequisites and admission requirements when new course are approved.

- 5.4.4 Course Revision – SSA 100 Space Science and Astronomy: Introduction to Solar System Exploration**
Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

We would like to include a lecture and lab option to explore possible dual credit offerings. The removed course content is material not common to and a bit specialized for an introductory astronomy course. Also, this material is not included in any introductory astronomy textbooks and requiring a second textbook for a small portion of the course, especially for a general interest course, doesn't see appropriate.

Learning outcomes have been changed to match the changes in course content. Removing the specific details of the labs will allow us the flexibility to modify labs as appropriate for the course (for example incorporating newly developed RWSL labs) without having to visit the curriculum committee each time.

Discussion:

None.

MOTION CARRIED.

- 5.4.5 New Program – Engineering Foundations Certificate**
Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE NEW PROGRAM.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

- *Greater recognition of our engineering transfer courses, outside of our formal agreements with BC Universities*
- *Increased perception of value and legitimacy of the engineering transfer program from students and parents*
- *Easier to track students success without having to tease the data out of the larger University Studies pool*
- *Opportunity to recognize both the program and student success at graduation in the spring*
- *Remain comparable with other rural colleges*

Discussion:

It was confirmed that students can take any transferable UT elective.

Discussion about C+ average of all courses vs. per course. Students must pass every course to get credit and have an overall C+ average for the credential.

There is no set timeline to complete the program but transfer credit may not be accepted by other institutions if credits are not current. It's the student's responsibility to know the entrance requirements for their transferring institution.

Concern was expressed about using "Foundations" in the program title being confused with Trades programs. The title was reviewed and approved at SET.

Action Items

1. Program Requirements, Notes, #2: change CHR to CHE 152

MOTION CARRIED.

5.4.6 Program Revision – Interactive Media Diploma – Advanced Communication Design Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The Advanced Communication Design Diploma is a credential that develops skills in graphic design and design for the web. CPS 146 is moved from 2nd year to 3rd year to align with the Communication Design Diploma. The 3rd year of the Communication Design program focuses on advanced programming required for Mobile Application Development which includes CPS 146.

Discussion:

It was noted that the program revision form should have the correct credential name for the program to avoid confusion. Marketing sometimes changes the program name on the calendar pages. It should read: Interactive Media – Advanced Communication and Interactive Media Design.

It was suggested that the electives under Year 2 be clarified as listed in #2 below.

The department will need to review the English options to consider ENG 116. Although courses are equivalent credits, the courses have different learning outcomes and therefore each department must determine which courses are appropriate.

Concern was expressed that the language for non-program students under Admission Requirements, "too long a gap in your studies" is too vague. It was recommended that the department consider clearer language.

Action Items

1. Correct program title on program revision form (as noted above).
2. Year 2, electives: change "or Fine Arts Option" to "or any other FIN course."
3. Feedback to department:

Note under Admission Requirements text, "too long a gap" is vague. Recommend considering clearer language.

Department to review English electives.

MOTION CARRIED.

**5.4.7 Program Revision – Interactive Media Diploma – Communication Design
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The Communication Design Diploma is a credential that develops skills in graphic design and design for the web. Database is not required for this credential.

Discussion:

None.

Action Items

1. Correct program title on program revision form: credential name is Interactive Media Communication Design Diploma
2. Year 2, electives: change “or Fine Arts Option” to “or any other FIN course.”
3. Feedback to department:
 1. Note under Admission Requirements text, “too long a gap” is vague. Recommend considering clearer language.Department to review English electives.

MOTION CARRIED.

**5.4.8 Program Revision – Interactive Media Certificate – Web Design
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Removing CPS 146 and IMG 220 as required courses and replacing with a selection of electives will create more opportunities for students to design their program to meet their educational goals. Students will now have the ability to tailor their program to ladder either into the Communication Design Diploma or the Web and Mobile Application Development Diploma.

Discussion:

None.

Action Items

1. Correct program title on program revision form: Interactive Media Web Design Certificate
2. Feedback to department:
 - a) Note under Admission Requirements text, “too long a gap” is vague. Recommend considering clearer language.
 - b) Department to review English electives.

MOTION CARRIED.

**5.4.9 Program Revision – Interactive Media Diploma – Web & Mobile Application
Development
Moved by K. Haggith / Seconded by K. Shopland TO APPROVE THE PROGRAM
REVISION.**

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Moving CPS 100 to first year introduces computer programming concepts earlier in the credential and will provide a stronger foundation for students as they progress to advanced programming in the second year. Moving IMG 100 to second year will allow students to better utilize database skills learned in CPS 146 and to further develop essential programming skills in database design and use.

Discussion:

It was noted that the bullets under Admission Requirements about completion timelines are not a admission requirements and the department should follow up with Marketing to determine where this information should go on the website.

Action Items

1. Correct program title on program revision form: Interactive Media – Web & Mobile Application Development Diploma
2. Feedback to department:
 - a) Note under Admission Requirements text, “too long a gap” is vague. Recommend considering clearer language. Also text should be moved out of Admission Requirements. (This is applicable to other courses.)
 - b) Department to review English electives.

MOTION CARRIED.

5.4.10 New Course – IMG 212 Advanced CSS Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

More advanced CSS features and frameworks are in wide use but our current IMG curriculum doesn't cover them. Feedback from employers, former grads, and program advisory committee indicate these skills are in demand and our curriculum should cover them.

Discussion:

It was noted that if a course falls under another discipline of study, that department be consulted or advised. The Math/Science department confirmed that they were advised about this course being placed under their discipline. It was also noted that the level of the course should be considered as it may be appropriate in some cases to consult the ABE department.

MOTION CARRIED.

5.4.11 Course Revision – IMG 250 Web Game Development Moved by K. Haggith / Seconded by G. Northwood TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The course content was originally written in the language of gaming to appeal to students, but essentially the content is still about learning JavaScript. Content hasn't changed significantly. The only new content is the Ajax applications and web APIs.

Discussion:

None.

MOTION CARRIED.

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5.4.12 New Course – HSW 130 Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

To revise HSW 190 (The EA in the Classroom) to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS certificate with Indigenous focus.

From the proponents:

These 4 courses are just the beginning of a restructuring and indigenization of the HSW Certificate EA/CS Indigenous Focus program.

Discussion:

None.

Action Items

#16 Prerequisites: must list all 1st semester HSW courses

#29 PLA: remove text about assessment

MOTION CARRIED.

5.4.13 New Course – HSW 131 Moved by K. Haggith / Seconded by K. Shopland TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

To revise and update HSW 121 (Communication Skills in the Classroom) to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS certificate with Indigenous focus.

Discussion:

Noting preference for “qualified faculty with Aboriginal ancestry” represents the ideal candidate. The collective agreement supersedes this notation.

Action Items

1. Feedback to department re #18 Course Content (re “Hishuuk Ish Tsawalk – We are all connected”): Consider how to localize this element of communication so that it reflects the history and culture of the local community.

MOTION CARRIED.

5.4.14 New Course – HSW 132

Moved by K. Haggith / Seconded by J. Mundi TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

To revise and update HSW 122 (Social Analysis in Context) to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS certificate with Indigenous focus.

Changes to the course will include shifting to a more culturally aware and holistic worldview than is prescribed in the original course description. Instructors will supplement the course text with materials such as journal articles, online videos, guest speakers and personal experiences. Students will be encouraged to share personal experiences and self-reflection throughout the course. Assessment of the course will reflect Indigenous ways of knowing a combination of student self-reflection, assembling a portfolio, participation, and contemporary instructor-led evaluation.

Discussion:

It was noted that no math is taught in the program as the position doesn't require math skill, so no math prerequisites are required.

Action Items

1. #16 Prerequisites: remove reference to English prerequisites as these are program requirements.

MOTION CARRIED.

5.4.15 New Course – HSW 137

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

EFFECTIVE/START DATE: WI 2017

Rationale from form:

To revise and update HSW 167 (Support Strategies for Skill Development) to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS certificate with Indigenous focus.

Changes to the course will include shifting to a more culturally aware and holistic worldview than is prescribed in the original course description. Instructors will supplement the course text with materials such as journal articles, online videos, guest speakers and personal experiences. Students will be encouraged to share personal experiences and self-reflection throughout the course. Assessment of the course will reflect Indigenous ways of knowing a combination of student self-reflection, assembling a portfolio, participation, and contemporary instructor-led evaluation.

Discussion:

It was noted that the department was asked to list all the 1st semester HSW course in the prerequisites but this hasn't been done. This revision applies to HSW 130 and 137.

Action Items

1. #16 Prerequisites: must list all 1st semester HSW courses

MOTION CARRIED.

- 5.4.16 Program Revision – Human Services Certificate – Educational Assistant/Community Support, Indigenous Focus**
Moved by K. Haggith / Seconded by R. Hartman TO APPROVE THE PROGRAM REVISION.
EFFECTIVE/START DATE: FA 2017
Rationale from form:
These courses will replace current curriculum to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CSW certificate with Indigenous Focus.
Discussion:
 None.
- MOTION CARRIED.**
- 5.4.17 Course Deactivations – HSW 121 and 122**
Moved by K. Haggith / Seconded by H. Sullivan TO APPROVE THE COURSE DEACTIVATIONS.
EFFECTIVE/START DATE: FA 2017
Rationale from form:
HSW 121: This course has been replace by HSW 131 in order to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS Certificate with the Indigenous focus.
HSW 122: This course has been replace by HSW 132 in order to reflect the Indigenous ways of knowing and being that are relevant to the First Nations education system for the EA/CS Certificate with the Indigenous focus.
Discussion:
 None.
- MOTION CARRIED.**
- 5.4.18 Course Revision – TGA 110 Guiding Skills 2**
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE COURSE REVISION.
EFFECTIVE/START DATE: WI 2018
Rationale from form:
To reflect actual time/workload required to effectively deliver the learning outcomes with classroom theory and student-led field activities.
Discussion:
 It was suggested that using “self care” in Field Assessment may cause problems. It was noted that the faculty was advised that course outlines must clearly articulate how competencies will be objectively measured.
- MOTION CARRIED.**
- 5.4.19 New Course – TGA 102 Wildlife Viewing**
Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE NEW COURSE.
EFFECTIVE/START DATE: FA 2017
Rationale from form:
Recruitment & increasing employment opportunities
Discussion:
 It was noted that the interdepartmental consultations were not done and therefore all CDW submissions are incomplete. As a result, it was agreed that the following CDWs in items 5.4.20-5.4.24. and the related program revision were withdrawn.
- MOTION DEFEATED.**
- 5.4.20 New Course – TGA 104 River Rafting 1**
Moved by K. Haggith / Seconded by B. Morrison TO WITHDRAW ITEMS 5.4.20 – 5.4.24. AND RETURN THEM TO THE DEPARTMENT FOR COMPLETION WITH ANY SUGGESTIONS FROM COUNCIL MEMBERS.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Increase employment possibilities and recruitment

5.4.21 New Course – TGA 108 Mountain Skills

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Recruitment & increasing employment opportunities

5.4.22 New Course – TGA 109 Winter Mountain Travel 1

EFFECTIVE/START DATE: WI 2018

Rationale from form:

Recruitment & increasing employment opportunities

5.4.23 New Course – TGA 112 Rock Skills 1

EFFECTIVE/START DATE: FA 2017

Rationale from form:

Recruitment & increasing employment opportunities

5.4.24 New Course – TGA 114 River Rafting 2

EFFECTIVE/START DATE: WI 2018

Rationale from form:

Increase employment possibilities and recruitment

MOTION CARRIED.

Action Items

1. Return CDWs to department to complete consultations and suggest that they request a fast tracking of these CDWs and related program revisions to meet the calendar deadline.

5.4.25 Program Revision – Adventure Guiding Certificate

Moved by K. Haggith / Seconded by J. Mundi TO WITHDRAW THE PROGRAM REVISION AND PROVIDE THE DEPARTMENT WITH ANY FEEDBACK FROM COUNCIL MEMBERS.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

The department would like to expand the number and type of specialty skills electives and be more explicit in defining them. This will make both the AG Certificate and Diploma AG option more attractive, relevant and flexible to domestic and international students.

Discussion:

As noted above, CDWs are incomplete and must be approved prior to program revision approval.

Action Items

Other suggestions regarding Program revision form:

1. Ensure all modifications on calendar pages are also listed on PR form. (This is also feedback for Curriculum Committee's review.)
2. Recommend the department check that required external courses won't affect access to student loans.
3. Suggest department review the newly approved English courses for relevant equivalencies.

MOTION CARRIED.

5.4.26 Program Revision – Tourism & Hospitality Management Diploma – Adventure Guiding Option

Moved by K. Haggith / Seconded by A. deGroot TO WITHDRAW THE PROGRAM REVISION AND PROVIDE THE DEPARTMENT WITH ANY FEEDBACK FROM COUNCIL MEMBERS.

EFFECTIVE/START DATE: FA 2017

Rationale from form:

See attachment as noted in Adventure Guiding Certificate

Discussion:

Changes as noted below.

Action Items

1. Program revision form: ensure all modifications on calendar pages are also listed on PR form.
2. Recommend the department check that required external courses won't affect access to student loans.
3. Suggest the department review the newly approved English courses for relevant equivalencies.
4. Suggestion that the department consider that instead of listing all courses under Year 1 – Adventure Guiding Option, just list North Island College's Adventure Guiding Certificate. (e.g. Office Assistant 1)

MOTION CARRIED.

5.4.27 Program Revision – Global Tourism & Hospitality Diploma

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

EFFECTIVE/START DATE: FA 2017

Rationale from form:

BUS 217 has proved extremely challenging for Tourism & Hospitality Management students as well as for some of our Advanced Global students. BUS 217 is an accredited CGA course that requires high stakes testing (75% of grade is mid-term and final) as well as a high degree of rigor. We recommend reactivating TRM 155 Hospitality Management (with some modifications) as an alternative to BUS 217 Management Accounting in the Advanced Global Diploma programs Math prerequisites.

Discussion:

As noted below.

Action Items

1. Note to department: 2nd year courses – Title on ACD on THM 215 is Managerial Accounting (not Management). Suggestion to either correct the name on the program revision or put in a minor revision for course title to ensure consistency.

MOTION CARRIED.

Follow Up on Previous Curriculum Items

K. Haggith noted that Course Revisions to THM 107 and 170 were sent back to Curriculum Committee by Council at the last EdCo meeting to clarify the math requirements. After a lengthy discussion it was agreed that it wasn't appropriate to remove all the math prerequisites. It was suggested that the department further consult on this revision.

6. New Business - None

7. Correspondence/Information

7.1 NIC Instructional Key Dates for 2017-2018 and

7.2 Instructional Key Dates for Programs with Varying Start Dates and Distance Courses

K. Kuhnert stated the Policy 3.12 gives responsibility to the Register, in consultation with Senior Education Team to set key dates.

7.3 Articulation Agreement NIC ACAD

T. Bellavia stated that this is an extension of work by the Fine Arts department to support students in transferring to other institutions.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting. Members expressed their appreciation and wished everyone a wonderful holiday season. The Chair added that he really appreciates the participation of our students on Council. He noted that not all institutions have this same level of engagement.

9. Next Meeting – February 16, 2016

10. ADJOURNED AT 3:10pm