

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, FEBRUARY 10, 2017

**APPROVED**

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**PRESENT:** Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Tony Bellavia, Administration  
Kathleen Haggith, Administration  
Brad Harsell, Faculty, Campbell River  
RaeAnn Hartman, Faculty, Comox Valley  
Caitlin Hartnett, Faculty, Mt. Waddington (ITV)  
Kathleen Kuhnert, Administration  
Brooke McIntosh, Support Staff, Campbell River (ITV)  
Bill Morrison, Faculty, Ucluelet (ITV)  
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 (ITV)  
Lou-ann Neel, Administration, Comox Valley  
John Bowman, President  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Alexia deGroot, Student, Comox Valley  
Marie Ducharme, Faculty, Comox Valley  
Judith Marriott, Faculty, Comox Valley  
Haley Sullivan, Student, Comox Valley

**1. Declaration of Quorum**

D. Lightfoot declared quorum at 12:33pm.

**2. Adoption of Agenda**

Moved by **B. Harsell** / Seconded by **J. Mundi** TO APPROVE THE AGENDA FOR FEBRUARY 10, 2017.

**MOTION CARRIED**

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

Moved by **B. Harsell**/ Seconded by **R. Hartman** TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 16, 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 added that the subcommittee is continuing to work toward renewal of the curriculum development & approval process and have been implementing changes as possible to make the process more streamlined and robust. There is still much to be done as resources become available.

He also stated that a Strategic Planning Committee has been struck to create a *Strategic Plan for Education Council* to guide us in proactively supporting the nine strategic priorities in *Plan 2020*.

The committee currently has five members and more are welcome. They are hoping to have a plan ready by June. A draft *Terms of Reference* for the committee is on this agenda for approval. (6.1)

*Members of committee:* Alexia deGroot, Marie Ducharme, Caitlin Hartnett, Judith Mariott, Kathleen Kuhnert and Dennis Lightfoot.

## 5.2 **Planning and Standards Committee**

Minutes from January 27, 2017

K. Kuhnert stated that the committee reviewed the Sexual Violence and Misconduct policy on January 27<sup>th</sup> and the Research policy this morning. (Feb 10<sup>th</sup>) Neither of these are Education Council policies, however, the committee is being asked to review other policies by other areas and they are happy to do it.

The three policies which she hopes to bring to EdCo in the spring, are on track. Senior Education Team has approved the course outline and evaluation revisions as well as the instructional space allocation policy. They will now go to Senior Leadership Team, then back to Planning & Standards and then posted to the community. She hopes to bring them to EdCo by June.

## 5.3 **Fast Track Committee**

Minutes from January 2017

*K. Haggith stated that the Fast Track Committee received a request from Adventure Guiding to review their new courses, and certificate and diploma program revisions which were not approved at the December EdCo meeting.*

*She stated that she would be bundling the new courses (5.3.2-5.3.7) for approval 1<sup>st</sup> on the agenda, followed by 5.3.1 and 5.3.8.*

### 5.3.1 **Program Revision – Adventure Guiding Certificate**

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

**EFFECTIVE/START DATE: FA 2017**

**Rationale:**

*K. Haggith stated in light of the approved courses, revisions will be made to the options available in this certificate and to the skills credits.*

**Discussion:**

None.

**MOTION CARRIED.**

### 5.3.2- **Items 5.3.2-5.3.7 were taken together**

**5.3.7 Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE NEW COURSES: TGA 102, 104, 108, 109, 112, 114.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale:**

*K. Haggith stated that these courses had not completed all of the necessary consultations prior to coming to Curriculum and EdCo. They now have been.*

**Rationale from form:** (same for all new courses)

*Recruitment & increasing employment opportunities.*

**Discussion:**

Q: Was it clarified with the department that student evaluations would be conducted by NIC instructors? A: Yes, that was made explicitly clear at Curriculum Committee.

**5.3.2 Course Revision – TGA 102 Wildlife Viewing**

**5.3.3 Course Revision – TGA 104 River Rafting 1**

**5.3.4 Course Revision – TGA 108 Mountain Skills 1**

**5.3.5 Course Revision – TGA 109 Winter Mountain Travel 1**

**5.3.6 Course Revision – TGA 112 Rock Skills 1**

**5.3.7 Course Revision – TGA 114 River Rafting 2**

**EFFECTIVE/START DATE: FA 2017**

**MOTION CARRIED.**

**5.3.8 Program Revision – Tourism & Hospitality Diploma – Adventure Guiding Option  
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM  
REVISION.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale:**

*K. Haggith stated that changes to this diploma are a continuation of the previously approved courses and certificate.*

**Discussion:**

It was noted that the document that was submitted here is not the most recent version of the program. Revisions approved to the diploma from the previous month were not reflected in this document. G. Northwood acknowledged that Student Records Office (SRO) staff are aware of this.

**MOTION CARRIED.**

**5.4 Curriculum Committee**

**Minutes of Curriculum Meetings – January 20, 2017**

**Documents for Review**

**5.4.1 Program Revision – Business Administration Diploma  
Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE PROGRAM  
REVISION.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*New changes adopted by the National Association of Co-operative Education (CAFCE) now allows for 2-year diploma students at colleges to complete only one work term which will allow them to obtain a co-operative education designation on their diploma. Previously they had to complete 2 work terms for this designation.*

**Discussion:**

None.

**MOTION CARRIED.**

**5.4.2 Course Revision – THM 197 Co-operative Education Internship Work Term  
Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE COURSE  
REVISION.**

**EFFECTIVE/START DATE: FA 2016**

**Rationale from form:**

*Current 525 hours is actually incorrect and it should be 420 hours. Instructor Qualifications need to reflect current hiring norms.*

Change to the hours will be back-dated to Sep 2016 to align with the implementation of this change. It was noted that SRO found an error in their records for this course dating back to 2013 listing the hours at 30. They are correcting this error.

**Discussion:**

Suggestion for wording in Instructor Qualification (noted below).

There was discussion about having a consistent practice with ACDs with regard to listing hours and credits.

**Action:**

Instructor Qualifications: *“Master’s Degree; Education/Training in Career Development Principles/Employer-Industry Contacts preferred.”*

**MOTION CARRIED with 1 abstention.**

**6. New Business**

**6.1 Formation of Ad Hoc Strategic Planning Committee – Terms of Reference**

**Moved by K. Kuhnert / Seconded by R. Hartman TO APPROVE THE EDUCATION COUNCIL AD HOC STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE.**

***Discussion:***

The intended purpose of this ad hoc committee is to develop a strategic plan to inform how Education Council can support the nine strategic priorities in NIC’s Plan 2020. Its need was partly informed by the Board of Governors strategic plan initiatives, and revisions to the curriculum development and approval processes currently being reviewed and implemented.

**Council Members Recommendations**

- Include a clear statement of purpose to distinguish this plan from the overall college strategic plan.
- Plan for an ongoing and iterative process to fulfill the committee’s mandate.
- Have a mechanism to report on outcomes.
- Have the committee continue to meet annually to review and measure outcomes.
- Enlist support from other bodies such as Senior Education and Senior Leadership Teams.

**It was agreed** that this item be tabled until the next meeting to allow the committee to incorporate suggestions into the Terms of Reference.

**MOTION WITHDRAWN.**

**Moved by J. Mundi / Seconded by K. Haggith TO TABLE THE TERMS OF REFERENCE UNTIL NEXT MEETING.**

**MOTION CARRIED.**

**7. Correspondence/Information**

**7.1 Update to Tourism & Hospitality Diploma – Adventure Guiding Option**

A program revision to this program was approved at the November 14, 2016 Education Council meeting. Subsequently an error was found: THM 212 and THM 100 were no longer supposed to be year-specific. They changed year one but forgot to change year two. It was agreed that this was a typo and SRO will make this change.

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting.

**9. Next Meeting – March 10, 2017**

**10. ADJOURNED AT 1:24pm**