

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, OCTOBER 13, 2017

**APPROVED**

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**PRESENT:** Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Tony Bellavia, Administration  
Alix Carrel, Faculty, Comox Valley  
Marie Ducharme, Faculty, Comox Valley  
Brad Harsell, Faculty, Campbell River  
Kathy Heywood, Faculty, Comox Valley  
Kathleen Kuhnert, Administration, Comox Valley  
Jan Meiers, Faculty, Comox Valley  
Shirley Mutoni, Student, Comox Valley  
Gillian Northwood, Staff, Comox Valley  
Amy Rowes, Faculty, Campbell River  
Danita Schmidt, Faculty, Mount Waddington  
Nicolas Schofield, Student, Mount Waddington  
Heather Thompson, Support Staff, Port Alberni  
John Bowman, President (Ex-Officio)  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Terri Bateman, Faculty, Comox Valley  
Kathleen Haggith, Administration  
Bert Holden, Student, Port Alberni Campus  
Judith Marriott, Faculty, Comox Valley  
Lou-ann Neel, Administration

**1. Declaration of Quorum**

D. Lightfoot declared quorum at 12:33pm.

**2. Adoption of Agenda**

**Moved by K. Kuhnert / Seconded by M. Ducharme TO APPROVE THE AGENDA FOR OCTOBER 13, 2017.**

**MOTION CARRIED**

Round of introductions and welcome to new members.

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

**Moved by B. Harsell / Seconded by K. Heywood TO APPROVE THE MINUTES OF THE MEETING OF JUNE 2, 2017.**

Approved as presented.

**MOTION CARRIED.**

**4. Business Arising**

Diana Dewitt acted as presiding officer for the elections.

4.1 Chair and Vice Chair elections (Terms commencing January 1, 2018)

- 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 and Fast Track Committees

4.3 Confirmation of Standing Committee members

- Current committee members were confirmed

4.4 Call for new members of Standing Committees

***Planning & Standards Committee***

- Alix Carrel

***Curriculum Committee***

- Nicolas Schofield (pending confirmation)

***Fast Track Committee***

- Danita Schmidt
- Amy Rowes
- Jan Meiers (pending confirmation)

**5. Committee Reports**

**5.1 Education Council Chair Update/Information**

D. Lightfoot reviewed his report. T. Bellavia added that the college has hired Jen Wrye to facilitate curriculum changes required by the upcoming changes to the K-12 system. More information will be provided as it is available. He requested that D. Lightfoot raise the question of implementation dates at the next Academic Governance Council (AGC).

**5.2 Strategic Plan Committee**

**5.2.1 Draft Strategic Plan**

D. Lightfoot stated that this sub-committee was struck last year to review how Ed Council can support the college's Plan 2020. The sub-committee will continue to work on this document.

**5.2.2 Call for new members**

D. Lightfoot will follow up with previous members to confirm their continued participation. New members are welcome and should contact him (and CC the Recording Secretary).

**5.3 Planning and Standards Committee**

Minutes of 22 September 2017

K. Kuhnert stated that the committee is reviewing a number of policies which will probably come to Council for approval in the new year.

**5.4 Fast Track Committee**

Minutes of July 2017

**5.4.1 Items 5.4.1 – 5.4.3 were taken as a bundle.**

**New Course – LHA 100 Landscape Horticulture Apprenticeship – Level 1 Enriched  
Moved by K. Kuhnert / Seconded by A. Carrel TO APPROVE ITEMS 5.4.1 – 5.4.3.**

**EFFECTIVE/START DATE: FA 2017**

***Rationale from form:***

*The Industry Training Authority is aligning all British Columbia programming with pan-Canadian Trades programming under what is known as the Harmonization Initiative. North Island College is required to implement program adjustments as per this initiative. In addition, the Faculty of Trades and Technical Programs are converting all programs approved under the former CAT B process to the required ACD process.*

***Discussion:***

None.

**5.4.2 New Program – Landscape Horticulture Apprenticeship – Level 1 Enriched**

**As above**

**5.4.3 Program Revision – Landscape Horticulture Apprenticeship Training**

**As above**

**MOTION CARRIED.**

**5.4.4 Items 5.4.4 – 5.4.14 were taken as a bundle.**

**New Program – Carpentry Foundation Harmonized**

**Moved by D. Schmidt / Seconded by A. Carrel TO APPROVE ITEMS 5.4.4 – 5.4.14  
WITH AMENDMENTS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2017**

***Rationale from form:***

*Curriculum revisions aligned with pan-Canadian program Harmonization Initiative as required by ITA, while converting curriculum content to CDW format versus former CAT B format.*

***Discussion:***

Noted below; amendments to specific items in bundle.

**MOTION CARRIED.**

- 5.4.5 New Course – CFH 100 Introduction to the Carpentry Trade & Apprenticeship  
As above.
- 5.4.6 New Course – CFH 101 Introduction to Essential Workplace Skills for Trades  
As above.
- 5.4.7 New Course – CFH 102 Introduction to Worksite Safety  
As above with noted amendments below
- 5.4.8 New Course – CFH 103 Documentation, Codes and Drawings  
As above.
- 5.4.9 New Course – CFH 104 Carpentry Tools and Equipment  
As above.
- 5.4.10 New Course – CFH 105 Site Layout and Survey Instruments  
As above.
- 5.4.11 New Course – CFH 106 Footing and Wall Forming  
As above.
- 5.4.12 New Course – CFH 107 Residential Framing  
As above
- 5.4.13 New Course – CFH 109 Building Science  
As above.
- 5.4.14 New Course – CRH 201 Carpentry Apprenticeship Harmonized: Gap Training A  
As above with amendments noted below.

**Amendments & Follow Up:**

- #18 & 19 change “suspected” to “suspended”
- #32 confirm with dean re Pass/Fail Percentage; 50%?

**MOTION CARRIED.**

- 5.4.15 **Items 5.4.15 – 5.4.24 were taken as a bundle.**  
New Course – TMA 120 Introduction to Hospitality Management  
Moved by B. Harsell / Seconded by T. Bellavia TO APPROVE ITEMS 5.4.15 – 5.4.24  
WITH AMENDMENTS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*This course is part of a suite of courses and certificates offered in partnership with the American Hotel and Lodging Education Institute (AHLEI). THM 120 Introduction to Hospitality Management is a required course in a number of AHLEI certificates.*

**Discussion:**

Noted below; amendments to specific items in bundle.

- 5.4.16 New Course – TMA 215 Revenue Management  
As above.
- 5.4.17 Program Revision – Hospitality Distance Learning  
As above with departmental follow up noted below.  
**Amendments & Follow Up**  
Clarify Completion Requirements with department: 70% passing grade on each course or average of all courses.
- 5.4.18 Course Deactivation – TMA 110 Financial Accounting I  
As above.

- 5.4.19 **Course Deactivation – TMA 140 Fundamentals of Destination Management and Marketing**  
As above.
- 5.4.20 **Course Deactivation – TMA 155 Marketing in the Hospitality Industry**  
As above.
- 5.4.21 **Course Deactivation – TMA 255 Purchasing**  
As above.
- 5.4.22 **Course Deactivation – TMA 240 International Hotel Management**  
As above.
- 5.4.23 **Course Deactivation – TMA 265 Training and Development in the Hospitality Industry**  
As above.
- 5.4.24 **Course Deactivation – TMA 366 Accounting for Club Operations**  
As above.

**MOTION CARRIED.**

**5.5 Curriculum Committee**

**Minutes of Curriculum Meetings – September 22, 2017**

**Documents for Review**

- 5.5.1 **Items 5.5.1 – 5.5.5 were taken as a bundle.**  
**Program Revision – Business Administration Certificate**  
**Moved by B. Harsell / Seconded by K. Heywood TO APPROVE ITEMS 5.5.1 – 5.5.5**  
**EFFECTIVE/START DATE: FA 2018**  
*Rationale from form:*  
*In response to new English program and course revisions; adding ENG 116 as a first year English course option for program students.*  
*Discussion:*  
Question was raised about having a process for omnibus changes to courses and programs.
- 5.5.2 **Program Revision – Business Administration Diploma**  
As above.
- 5.5.3 **Program Revision – Bachelor of Business Administration Degree – Accounting Major**  
As above.
- 5.5.4 **Program Revision – Bachelor of Business Administration Degree – General Management Major**  
As above.
- 5.5.5 **Program Revision – Bachelor of Business Administration Degree – Marketing Major**  
As above.

**MOTION CARRIED.**

- 5.5.6 **New Course – AED 052 Anger Management**  
**Moved by D. Schmidt / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE WITH AMENDMENT AS NOTED.**  
**EFFECTIVE/START DATE: WI 2018**  
*Rationale from form:*  
*Managing anger is a key employment and life skill. A focus on how to work effectively with one's own and other's anger is often cited as an important employee skill.*  
*Discussion:*  
Amendments as noted below.  
**Amendments**  
#19-3 add 's' to trigger  
#28 move response in PLA (29) to Assessment (28)

**MOTION CARRIED.**

- 5.5.7 New Course – AED 053 Scheduling, Clock and Calendar Skills  
Moved by D. Schmidt / Seconded by K. Heywood TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: WI 2018**

**Rationale from form:**

*Gap in course offerings for scheduling skills.*

**Discussion:**

None.

**MOTION CARRIED.**

- 5.5.8 New Program – Practical Academics for the Workplace  
Moved by B. Harsell / Seconded by A. Carrel TO APPROVE THE NEW PROGRAM WITH AMENDMENT AS NOTED.**

**EFFECTIVE/START DATE: WI 2018**

**Rationale from form:**

*ASD presently offers one certificate titled Employment Transition. With this new certificate, students will be given recognition of the other courses they take that are presently considered electives but which also contribute to their employment prospects.*

*Literacy, Numeracy and Computer literacy are embedded in most life and work situations. Employers will be more likely to hire students with strengths in these three academic areas. Students with cognitive disabilities may not have had a chance to learn all of these skills while in high school. It is important for students with cognitive disabilities to have the opportunity to continue practicing the academic skills and/or to ameliorate those skills. Students leaving NIC with this certificate will be stronger employees and better equipped humans for living in this our highly technical, literate and numbers oriented world.*

**Discussion:**

Amendment as noted below.

**Amendments**

Second Credential; should be 80%

**MOTION CARRIED.**

- 5.5.9 New Program – Workplace Professionalism: Skills for Employment Retention  
Moved by G. Northwood / Seconded by D. Schmidt TO APPROVE THE NEW PROGRAM WITH AMENDMENT NOTED BELOW.**

**EFFECTIVE/START DATE: WI 2018**

**Rationale from form:**

*ASD presently offers one certificate titled Employment Transition. With this new certificate, students will be given recognition of the other courses they take that are presently considered electives but which also contribute to their employment prospects.*

*There are a number of interpersonal qualities and skills that lead to success in the workplace. They may not be the skills that help a student get hired for a job; they are, however, the skills that help them keep a job. More and more these skills, sometimes known as soft skills, are being recognized as the skills that make an employer glad they hired that person.*

**Discussion:**

Amendment as noted below.

**Amendments**

Second Credential; should be 80%

**MOTION CARRIED.**

- 5.5.10 Course Revision – MAT 053 Advanced Mathematics  
Moved by M. Ducharme / Seconded by H. Thompson TO APPROVE THE COURSE REVISION WITH AMENDMENT NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2017**

**Rationale from form:**

*Updating ACD; Instructor Qualifications and Course Content.*

**Discussion:**

Discussion about delivery methods: It was noted that the new ACD template will not include this information. It could be included in the course outline.

Amendment as noted below.

**Amendments**

Student Evaluation: change bullet statement under percentages to “*A student is required to pass 2 of 3 tests/exams to pass the course.*”

**MOTION CARRIED.**

**5.5.11 New Course – ENG 115 Essay Writing and Critical Analysis**

**Moved by D. Schmidt / Seconded by J. Meiers TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2018**

***Rationale from form:***

*This course is being revised for two reasons: 1) as the result of a directive from Curriculum Committee to update Learning Outcomes, 2) to remove references to rhetorical modes reflecting a province-wide shift to research-based writing in the first year courses.*

***Discussion:***

Lengthy discussion regarding the percentage ranges in Student Evaluation methods.

**MOTION CARRIED with 3 opposed (N. Schofield, A. Carrel, B. Harsell).**

**6. New Business – None**

**7. Correspondence/Information**

7.1 For more information on the Pan Canadian Harmonization Initiative: <http://www.itabc.ca/our-trades-training-system/pan-canadian-harmonization-initiative>

7.2 Members’ Terms of Office 2017-19.

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting. Members acknowledged the Chair, Vice Chair and Standing Committee Chairs for their service. Members appreciated the efficiency of bundling items when appropriate.

**9. Next Meeting – November 10, 2017**

**10. ADJOURNED AT 2:15pm**