

**NORTH ISLAND COLLEGE EDUCATION COUNCIL
MINUTES OF THE MEETING - FRIDAY, NOVEMBER 10, 2017**

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Marie Ducharme, Faculty, Comox Valley
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
Kathy Heywood, Faculty, Comox Valley
Kathleen Kuhnert, Administration, Comox Valley
Judith Marriott, Faculty, Comox Valley
Jan Meiers, Faculty, Comox Valley
Shirley Mutoni, Student, Comox Valley
Nicolas Schofield, Student, Mount Waddington
Heather Thompson, Support Staff, Port Alberni (ITV)
Kara Foreman, Recording Secretary (RS)

REGRETS: Bert Holden, Student, Port Alberni Campus
Amy Rowes, Faculty, Campbell River
Danita Schmidt, Faculty, Mount Waddington
John Bowman, President (Ex-Officio)
Lou-ann Neel, Administration

1. Declaration of Quorum at 12:32pm

2. Adoption of Agenda

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE THE AGENDA FOR NOVEMBER 10, 2017.

Addition: 7.3 Information on moving date and celebration of new campus in Mt. Waddington

MOTION CARRIED

3. Approval of Education Council Minutes of October 13, 2017

Moved by N. Schofield / Seconded by A. Carrel TO APPROVE THE MINUTES FOR OCTOBER 13, 2017 with noted revision.

Edit: 5.5.11 – 3 opposed not abstentions

MOTION CARRIED

4. Business Arising – None

5. Committee Reports

5.1 Education Council Chair Report

The chair reviewed his report. There were no questions.

5.2 Strategic Plan Committee – No meeting

5.3 Planning and Standards Committee

Minutes November 3, 2017

The chair provided an update on the status of policies under review. She requested new faculty member volunteers for the committee.

New member volunteers:

- Terri Bateman (TBC)
- Nic Schofield

5.4 Fast Track Committee – No meeting

5.5 Curriculum Committee

Minutes of October meetings (20 and 27) 2017

Documents for Review

NOTE: (Item #) refers to item's location in the Curriculum Committee minutes

Meeting 1 – 20 October 2017

5.5.1 Course Revision – IMG 105 Communication Design I

Items 5.5.1 – 5.5.2 were taken as a bundle

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS

EFFECTIVE/START DATE: FA 2018

Rationale from form:

[We] have changed the grading metrics to better support the role of the critique in both the students' learning and the design process. The critique is vital to the student's ability to integrate concepts and attach them to visualizations. It is an integral part of the design process and is used throughout the industry. It helps students to articulate concepts and intentions and resolve any disparity between intent and realization. It allows for open discussion and broader thinking. It generates collaborative thought and team work.

Instructor Qualifications were missing from the previous ACD.

Discussion:

None

Amendments:

- ACD Transfer Status; remove “?”

MOTION CARRIED.

5.5.2 Course Revision – IMG 208 Communication Design II

MOTION CARRIED.

5.5.3 Program Revision– Professional Photography Certificate

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

EFFECTIVE/START DATE: FA 2018

Rationale from form:

The revised Professional Photography Certificate program responds to technology, industry and NIC resourcing realities in a manner that will meet critical skill development needs for a wide variety of potential adult learners from high school to mid-career. School of Fine Art & Design facilities, local community and environmental assets position the Professional Photography Program to align with North Island College's vision as an inspiring destination institution preparing students for a rapidly changing world. Industry responsive curriculum meets strategic planning priorities through the delivery of current and relevant programming and providing students with skills to achieve success in their educational goals, employment objectives and chosen career. (See also background document.)

Discussion:

None.

MOTION CARRIED.

5.5.4 Course Revision – FIN 710 Digital Photography I

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

Appropriate instructor qualifications as being standardized across all courses in this program.

Discussion:

None.

MOTION CARRIED.

- 5.5.5 Course Revision – FIN 715 Composition and Design
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2018
Rationale from form:
All program courses are being standardized to 42 hours. The reduction in hours will not affect the learning outcomes for this course. Instructor Qualifications was missing from the course ACD.
Discussion:
None.
MOTION CARRIED.
- 5.5.6 Course Revision – FIN 716 History of Photography
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2018
Rationale from form:
Hours: All program courses are being standardized to 42 hours.
Instructor Qualifications: standardized for all courses throughout the program.
Discussion:
None.
MOTION CARRIED.
- 5.5.7 Course Revision – FIN 718 Introduction to Studio Lighting
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2018
Rationale from form:
All program courses are being standardized to 42 hours. Reduction of hours will not change the learning outcomes. Instructor qualification are being standardized in all courses in the program.
Discussion:
None.
MOTION CARRIED.
- 5.5.8 Course Revision – FIN 720 Digital Photography II
Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2018
Rationale from form:
Format: course will include lecture as part of curriculum delivery. All courses in the Program are being standardized to 42 hours. The reduction in the course hours will not impact delivery of content or learning outcomes. Instructor qualifications to include credential and/or professional practice
Discussion:
None.
MOTION CARRIED.
- 5.5.9 Course Revision – FIN 721 Creative Explorations
Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE COURSE REVISION
EFFECTIVE/START DATE: FA 2018
Rationale from form:
[Instructor Qualifications] Missing from ACD
Discussion:

None.

MOTION CARRIED.

- 5.5.10 Course Revision – FIN 723 Editorial Photojournal Photography
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

[Instructor Qualifications] Missing from ACD

Discussion:

None.

MOTION CARRIED.

- 5.5.11 Course Revision – FIN 724 Portraiture
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

[Instructor Qualifications] Missing from ACD

Discussion:

None.

MOTION CARRIED.

- 5.5.12 Course Revision – FIN 729 Advertising Photography
Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

All program courses are being standardized to 42 hours. The reduction in hours will not impact learning outcomes. Instructor Qualifications missing from ACD.

Discussion:

None.

MOTION CARRIED.

- 5.5.13 Course Revision – FIN 731 Landscape & Nature Photography
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

All program courses are being streamlined to 42 hours. The reduction in hours will not affect the learning outcomes.

Discussion:

None.

MOTION CARRIED.

- 5.5.14 Course Revision – FIN 733 Portfolio Project
Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

Course hours was not recorded on original ACD. Instructor qualifications were not recorded on original ACD. Specific Evaluation Methods were not recorded on ACD.

Discussion:

None.

MOTION CARRIED.

- 5.5.15 Course Revision – FIN 734 Business Practices in Photography
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018**Rationale from form:**

Format: This course has only been delivered as a lecture, removing the practicum component will align the course ACD with the curriculum delivery format. Level: same language as all other program ACD's. All program courses are being streamlines to 42 hours. Instructor Qualifications: are now applied to all courses in the program.

Discussion:

None.

MOTION CARRIED.

5.5.16 New Course – FIN 736 Client Project

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2018**Rationale from form:**

The client project course will be an instructor facilitated project management course where students will work in teams to develop, plan and execute image based projects for real world clients.

Discussion:

None.

MOTION CARRIED.

5.5.17 New Course – FIN 737 Digital Imaging I

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

EFFECTIVE/START DATE: FA 2018**Rationale from form:**

This course introduces technical skills required in post image production including manipulation and enhancement of images using industry standard practices and processing software. This course supports image production in studio courses with instruction in digital asset management, and image preparation for specific output destinations. Students need to have in-depth knowledge of post-production editing of digital images to be employment ready. This course combined with Digital Imaging II will provide students with a high level of skill in image preparation for print and web applications.

Discussion:

None.

MOTION CARRIED.

5.5.18 New Course – FIN 738 Digital Imaging II

Moved by K. Haggith / Seconded by N. Schofield TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2018**Rationale from form:**

This course is a continuation of the technical skills introduced in Digital Imaging I. Students will expand knowledge of software tools used to create professional quality images.

Discussion:

None.

MOTION CARRIED.

5.5.19 New Course – FIN 739 Videography & Multimedia

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2018**Rationale from form:**

Video is becoming more prominent in photojournalism, wedding and event photography. Advancements in DSLR technologies have provided professional photographers with the technical capabilities to incorporate moving images into their portfolio of work.

Discussion:

None.

MOTION CARRIED.

Note to Fine Arts Dept: Council members acknowledged the work done by the department on this program and expressed appreciation about how well prepared the documentation was.

- 5.5.20 Program Revision – Bachelor of Science in Nursing
Moved by K. Haggith / Seconded by J. Meiers TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2018

Rationale from form:

[Updating] New and retired English courses.

Discussion:

Amendment noted below.

Amendments:

- Completion Requirements; #6, option A and C
 add * next to courses that will be retired and add a note below.
 (Jan Meiers)

MOTION CARRIED.

- 5.5.21 **Items 5.5.21 – 5.5.23 were taken as a bundle**
 Program Revision – Human Services Certificate – Educational Assistant/Community Support – Indigenous Focus
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE 3 PROGRAM REVISIONS

EFFECTIVE/START DATE: FA 2018

Rationale from form:

ENG 125 will no longer be offered and is replaced with ENG 116

Discussion:

Regarding having a policy and a process for handling omnibus changes (such as when courses are retired and/or replaced by another course) that impact multiple programs and/or courses.

- 5.5.22 Program Revision – Human Services Certificate – Educational Assistant/Community Support
 5.5.23 Program Revision – Social Service Diploma

MOTION CARRIED.

BIO BREAK

Meeting 2 – 27 October 2017

- 5.5.24 **Items 5.5.24 – 5.5.26 were taken as a bundle**
 Program Revision – Electrician Apprenticeship Harmonized
Moved by K. Haggith / Seconded by N. Schofield TO APPROVE THE PROGRAM REVISION AND 2 NEW COURSES

EFFECTIVE/START DATE: FA 2018

Rationale from form:

Converting programming from former CAT B to ACD format, while aligning curriculum to program changes as required by ITA and as per pan-Canadian Harmonization initiative.

Discussion:

None.

- 5.5.25 New Course – ELH 100 Electrician Apprenticeship Common Core – Level 1 Harmonized

- 5.5.26 New Course – ELH 200 Electrician Apprenticeship Common Core – Level 2 Harmonized

MOTION CARRIED.

- 5.5.27 **Items 5.5.27 – 5.5.33 were taken as a bundle**
Program Revision/New Program – Electrician Foundation Harmonized
Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE PROGRAM REVISION AND 6 NEW COURSES
EFFECTIVE/START DATE: FA 2018

Rationale from form:

Converting programming from former CAT B to ACD format, while aligning curriculum to program changes as required by ITA and as per pan-Canadian Harmonization initiative.

Discussion:

None.

- 5.5.28 New Course – EFH 100 Electrician Common Core – Level 1 Harmonized
- 5.5.29 New Course – EFH 101 Safety, Basic Trade Tools, Fasteners and Fittings
- 5.5.30 New Course – EFH 102 Electrical Codes, Plans and Specifications
- 5.5.31 New Course – EFH 103 Applied Mathematics and Sciences for the Electrical Trade
- 5.5.32 New Course – EFH 104 Applied Wiring Methods
- 5.5.33 New Course – EFH 105 Workplace and Employment Skills

MOTION CARRIED.

- 5.5.34 Program Revision – Prep Cook Certificate
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION
EFFECTIVE/START DATE: FA 2018

Rationale from form:

The proposed change to the assessment has been informed by NIC's Coordinator of Assessment Services and align with the specific requirements of the Prep Cook Program.

Discussion:

None.

MOTION CARRIED.

- 5.5.35 **Items 5.5.35 – 5.5.38 were taken as a bundle**
Program Revision – Carpentry Foundation Harmonized Certificate
Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE PROGRAM REVISIONS
EFFECTIVE/START DATE: FA 2018

Rationale from form:

To enhance opportunities for students to gain real world experience, while accessing mentorship from industry representatives all while establishing an association with industry which will be beneficial for advancing into their apprenticeship.

Discussion:

None.

- 5.5.36 Program Revision – Electrician Foundation Harmonized Certificate
- 5.5.37 Program Revision – Heavy Mechanical Foundation
- 5.5.38 Program Revision – Plumbing & Piping Foundation

MOTION CARRIED.

- 5.5.39 Program Revision – Welder Apprenticeship Harmonized
**Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE
 THE PROGRAM REVISION**
EFFECTIVE/START DATE: FA 2018

Rationale from form:

Converting programming from former CAT B to ACD format, while aligning curriculum to program changes as required by ITA and as per pan-Canadian Harmonization initiative.

Discussion:

None.

Amendments:

- Program Revision form; add “an optional”
- Calendar pages; Curriculum; add “Optional”

MOTION CARRIED.

- 5.5.40 New Course – WLA 110 Multi-Process Alloy Welding (MPAW)
 Endorsement
**Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE
 THE NEW COURSE**
EFFECTIVE/START DATE: FA 2018

Rationale from form:

As per ITA requirements.

Discussion:

None.

MOTION CARRIED.

- 5.5.41 Program Revision – Welder Foundation Harmonized Certificate
**Moved by K. Haggith / Seconded by N. Schofield TO APPROVE
 THE PROGRAM REVISION**
EFFECTIVE/START DATE: FA 2018

Rationale from form:

The proposed change to the program pre-requisites align with the ITA’s suggested requirements and the requirements of other institutions.

Discussion:

None.

MOTION CARRIED.

Note to Trades & Technical Programs: Appreciation was expressed for all the work done by the Trades department on the Pan-Canadian Harmonization initiative.

- 6. New Business** (numbering amended from agenda)
- 6.1 Course Deactivations for Hospital Unit Clerk and Activity Assistant programs were TABLED. (As deactivations don’t go through Curriculum Committee unless they are part of a program revision, it was agreed that they be placed under New Business.)
- 6.2 Mentorship Program
 D. Lightfoot stated that he would like to create a mentorship program for new members. He asked for permission to pair up new and experienced members as mentors and proteges. There were no objections.
ACTION: He will prepare this for the next meeting.
- 7. Correspondence/Information** (numbering amended from agenda)
- 7.1 Instructional Key Dates & NIC Academic Schedules and Deadlines
 Brief discussion about how decisions are made related to when holidays fall during reading break. K. Kuhnert stated that much consideration is given to the varying requirements of all programs when determining the schedule. She welcomes any feedback for next year.

There was also discussion about scheduling Orientations on multiple campuses, and adding faculty orientations.

- 7.2 T. Bellavia gave an update on the campus renovations and relocation of the Mt. Waddington campus. He stated that the public opening ceremony would be held on Thursday, January 18, 2018 and he encouraged members to attend if possible. B. Harsell suggested that Education Council hold their January meeting there as a demonstration of support. D. Lightfoot will follow up with the VP Learning & Students on this suggestion.

BC Council of Teaching & Learning and E-Tech will be participating in the 3-day Festival of Learning Conference on May 27-29, 2018 at the Pinnacle Hotel in Vancouver. Call for proposals is out now. More information on the BC Campus website. <https://bccampus.ca/festival-of-learning-2018/>

Meeting Evaluation – Roundtable Discussion

8. K. Haggith expressed her appreciation for all the work done by Curriculum Committee members. She also expressed appreciation to Council for all their valuable questions with regard to the curriculum submissions.
9. **Confirmation of Next Meeting – December 15**
10. **Adjourned at 2:38**