

**NORTH ISLAND COLLEGE EDUCATION COUNCIL
MINUTES OF THE MEETING - FRIDAY, DECEMBER 15, 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
Danita Schmidt, Faculty, Mount Waddington (Teleconference)
Heather Thompson, Support Staff, Port Alberni (ITV)
Roy Grant, Board of Governors Representative
Kara Foreman, Recording Secretary (RS)

REGRETS: Bert Holden, Student, Port Alberni Campus
Shirley Mutoni, Student, Comox Valley
Lou-ann Neel, Administration
Amy Rowes, Faculty, Campbell River
Nicolas Schofield, Student, Mount Waddington
John Bowman, President (Ex-Officio)

1. Declaration of Quorum at 12:33pm

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by K. Heywood TO APPROVE THE AGENDA FOR DECEMBER 15, 2017.

Addition: 7.4: Update on Curriculum process review

MOTION CARRIED

3. Approval of Education Council Minutes of November 10, 2017

Moved by B. Harsell / Seconded by K. Kuhnert TO APPROVE THE MINUTES FOR NOVEMBER 10, 2017.

Approved as is.

MOTION CARRIED

4. Business Arising

4.1 Mentorship Program 2017-18

As noted at last meeting, all new members have been paired with returning members.

4.2 Acronyms

Additional suggestions to be directed to the Recording Secretary

4.3 SET agenda item – Request from Education Council

Request for information on non-EdCo programs and courses to be sent to EdCo for information was endorsed and supported. Suggestions from EdCo are welcome although decisions are outside of EdCo's mandate.

5. Committee Reports

5.1 Education Council Chair Report

The chair reviewed his report.

In discussion with administration about having someone look at structure and supports of EdCo to ensure we have adequate coverage; not stretching supports

and chair; make it more of faculty driven (eg. Chairs of standing committees should be faculty); more discussion in Item 7.4

5.2 Strategic Plan Committee

January meeting agenda; workshop on strategic planning and review of curriculum process changes

5.3 Planning and Standards Committee

Minutes December 1, 2017

The chair provided an update on the status of policies under review. She noted that the committee is still working on 3 policies that are interlinked and will be brought forward as a group when they are ready.

There was a suggestion to create a process for updating all reference policies when a policy changes.

Policy 1-14 – policy template has been updated so that there is now a mechanism where minor changes to policies can be made without EdCo approval (such as reference policies, title changes, etc.). The system is not fully in place yet though. Support is needed for this.

The chair welcomes any necessary updates that members notice in the policies.

5.4 Fast Track Committee

Minutes of November 2017

5.4.1 New Program – Employment Transition Culinary Assistant

Moved by T. Bellavia / Seconded by K. Haggith TO TABLE ITEMS 5.4.1 – 5.4.10 TO A FUTURE MEETING.

Rationale:

Fast Track approval of this item is good for one delivery. This program is being offered in Port Alberni in January 2018 for the first time with the approved changes. The program may have further changes after they run it.

Discussion:

T. Bellavia wanted to formally thank Kathy O'Donnell and Chef Al Irving in Port Alberni for all the work they've done on this program.

5.4.2 New Course – ACL 010 Workplace Safety & Health Promotion

5.4.3 New Course – ACL 012 Ware Washing & Service

5.4.4 New Course – ACL 014 Kitchen Basics

5.4.5 New Course – ACL 016 Basic Food Preparation

5.4.6 New Course – ACL 020 Workplace Literacy for Food Service

5.4.7 New Course – ACL 030 Math Measurement & Money Skills for Work

5.4.8 New Course – ACL 040 Work Search & Interview Skills

5.4.9 New Course – ACL 042 Career Exploration / Job Shadow Work

5.4.10 New Course – ACL 044 Advanced Work Experience

MOTION CARRIED.

5.5 Curriculum Committee

Minutes of November meetings (17 and 24) 2017

Documents for Review

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

Meeting 1 – 17 November 2017

5.5.1 Global Engagement – English Language Requirements for International Students

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE REVISIONS TO NIC'S ENGLISH LANGUAGE REQUIREMENTS FOR INTERNATIONAL STUDENTS.

EFFECTIVE/START DATE: FA 2018

Rationale:

Solving an equity issue in the current English Language Requirements for international students as detailed in supporting documents.

Discussion:

Comments from Curriculum Committee members included;

- The need for NIC to create their own assessment instruments
- Challenges faced by some departments where meeting the current requirements doesn't always correlate to student success
- Questions about the admission requirements being the same for undergraduate and post graduate programs

MOTION CARRIED.

- 5.5.2 Course Revision– SSA 100 Introduction to the Solar System and Space
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale:

Necessary updates to the ACD as noted on revision form.

Discussion:

None

MOTION CARRIED.

- 5.5.3 Course Revision– SSA 101 Introduction to Deep Space Astronomy
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION

EFFECTIVE/START DATE: FA 2018

Rationale:

Necessary updates to the ACD as noted on revision form.

Discussion:

None

MOTION CARRIED.

- 5.5.4 Program Revision – Criminology Diploma
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2018

Rationale:

Curriculum changes for the English department.

Discussion:

None

MOTION CARRIED.

- 5.5.5 Program Revision – Fine Arts Diploma
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2018

Rationale:

Necessary changes to the program as noted on revision form.

Discussion:

Clarification that the written statement is not used to determine suitability for the program; it provides the portfolio panel with a greater depth of information and thus is less intimidating for the application to to have to produce.

MOTION CARRIED.

- 5.5.6 **Items 5.5.6 – 5.6.7 were bundled.**
 Program Revision – Advanced Communication & Interactive Design –
 Interactive Media Diploma
Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISIONS

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

Necessary changes to these 2 programs as noted on revision form.

Discussion:

None

- 5.5.7 Program Revision – Web & Mobile Application Development –
Interactive Media Diploma

MOTION CARRIED.

Meeting 2 – 24 November 2017

- 5.5.8 New Course – LIB 251 Rome: From Romulus to The Renaissance
**Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE
NEW COURSE SUBJECT TO REVISED LEARNING
OUTCOMES BEING APPROVED BY THE EDCO CHAIR.**

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

*Establishing a Liberal Studies pathway for students considering that
program for their major.*

Discussion:

Suggestion for more measurable language in the learning outcomes.

Amendments:

- Reword Learning Outcomes to be more measurable

MOTION CARRIED.

- 5.5.9 New Course – THM 175 Mixology and Oenology
**Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE
NEW COURSE WITH NOTED REVISION.**

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

As noted on the CDW.

Discussion:

Clarification regarding age restrictions on serving alcohol; Serving It
Right allows minors (16-19) to serve alcohol but restricts them from
opening the bottle.

Amendments:

- #16 – remove ENG 060

MOTION CARRIED.

- 5.5.10 New Course – THM 276 Food and Beverage Management
**Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE
NEW COURSE WITH NOTED REVISION.**

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

Course restructuring as noted on CDW

Discussion:

As noted below.

Amendments:

- #19 – Remove “nowadays”

MOTION CARRIED.

- 5.5.11 Course Revision – THM 170 Food & Beverage Service
**Moved by K. Haggith / Seconded by J. Marriott TO APPROVE
THE COURSE REVISION WITH NOTED REVISION.**

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

Reduction of hours as noted on the course revision form.

Discussion:

None

Amendments:

- Prerequisites; remove ENG 060

MOTION CARRIED.

- 5.5.12 Course Deactivation – THM 270 Beverage Theory and Management
**Moved by K. Haggith / Seconded by J.Marriott TO APPROVE
 THE COURSE DEACTIVATION**

EFFECTIVE/START DATE: FA 2018

Rationale:

Program reconfiguration as noted on course revision form.

Discussion:

None

MOTION CARRIED.

- 5.5.13 Program Revision – Tourism & Hospitality Management Certificate
**Moved by K. Haggith / Seconded by K. Heywood TO APPROVE
 THE PROGRAM REVISION WITH NOTED REVISION.**

EFFECTIVE/START DATE: FA 2018

Rationale from form:

Program restructuring as noted on the program revision form.

Discussion:

Issue raised with removing BUS 170; concern this disadvantages students in the work environment.

In admission requirements, students without computer skills are encouraged to take this as an elective.

Amendments:

- Admission Requirements; remove ENG 060

MOTION CARRIED with 2 oppositions (J. Marriott & A. Carrel).

- 5.5.14 **All 4 options were bundled**

Program Revision – Tourism & Hospitality Management Diploma (4 options)

5.5.14a THM Diploma – Hospitality Option

5.5.14b THM Diploma – Sustainable Tourism Option

5.5.14c THM Diploma – Adventure Guiding Option

5.5.14d THM Diploma – Hospitality & Sustainable Tourism Option

**Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE
 THE PROGRAM REVISION TO ALL 4 OPTIONS WITH NOTED
 REVISION.**

EFFECTIVE/START DATE: FA 2018

Rationale from form:

Program restructuring as noted on program revision forms.

Discussion:

Issue raised re completion requirement of 60% average; in the absence of a progression policy at NIC, why we would require students to achieve a 60% average to get a credential that is primarily terminal. Our policy in most cases is 50% to pass.

Also a concern about a program average rather than a course pass/fail %. (e.g. A student could pass each course and still fall short of the program average.)

Response by the department is that this establishes program standards and ensures students are adequately prepared for employment. It also makes students take the program more seriously.

It was noted that there are variations in completion requirements in other programs which may serve students more in their career.

Recommendation to ask Planning & Standards to consider these questions when reviewing the Student Evaluation policy.

Concerns with changing BUS 170 to an elective

Amendments:

- Admission Requirements; remove ENG 060
MOTION CARRIED with 2 oppositions (J. Marriott & A. Carrel).
- 5.5.15 Program Revision – Global Tourism & Hospitality Management
Advanced Certificate
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE PROGRAM WITH NOTED REVISION.
EFFECTIVE/START DATE: FA 2018
Rationale from form:
Program restructuring as noted on program revision forms.
Discussion:
Suggestion to department to consider adding A&W Math.
Amendments:
- Admission Requirements; remove ENG 060
MOTION CARRIED.
- 5.5.16a Program Revision – Global Tourism & Hospitality Management
Advanced Diploma – Hospitality Option
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM WITH NOTED REVISION.
EFFECTIVE/START DATE: FA 2018
Rationale from form:
Program restructuring as noted on program revision form.
Discussion:
None
Amendments:
- Admission Requirements; remove ENG 060
MOTION CARRIED.
- 5.5.16b Program Revision – Global Tourism & Hospitality Management
Advanced Diploma – Sustainable Tourism Option
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE PROGRAM WITH NOTED REVISION.
EFFECTIVE/START DATE: FA 2018
Rationale from form:
Program restructuring as noted on program revision form.
Discussion:
Concern with removing THM 201 Internal Controls.
Amendments:
- Admission Requirements; remove ENG 060
MOTION CARRIED with 1 opposition (J. Marriott).
- 5.5.17 **Items 5.5.17 – 5.5.18 were bundled**
Program Revision – Communication Design – Interactive Media
Diploma
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM WITH NOTED REVISION.
EFFECTIVE/START DATE: FA 2018
Rationale:
Removing deactivated English courses.
Discussion:
None
Amendments:
- Admission Requirements; remove ENG 060 (both programs)
- 5.5.18 Program Revision – Web Design – Interactive Media Certificate
MOTION CARRIED.
- 5.5.19 Program Revision – Human Services Certificate – Educational Assistant
/ Community Support, Indigenous Focus

Moved by B. Harsell / Seconded by T. Bellavia TO APPROVE THE PROGRAM REVISION WITH NOTED REVISIONS.

EFFECTIVE/START DATE: FA 2018

Rationale:

Curriculum updated to reflect Indigenous ways of knowing and being.

Discussion:

Recommendation for consistent language (Aboriginal/Indigenous/First Nations) (Marketing fields)

Amendments:

- Admission Requirements; remove ENG 060
- Dept to clarify course options to reduce workload

MOTION CARRIED.

- 5.5.20 New Course – HSW 134 Cross-Cultural Community Support
Moved by B. Harsell / Seconded by K. Heywood TO APPROVE THE NEW COURSE WITH NOTED REVISION.

EFFECTIVE/START DATE: FA 2018

Rationale:

Revising HSW 164 to reflect Indigenous ways of knowing and being.

Discussion:

None.

Amendments:

- #16; remove ENG 115

MOTION CARRIED.

- 5.5.21 New Course – HSW 140 Indigenous Focus Human Service Practice Experience I
Moved by B. Harsell / Seconded by J. Marriott TO APPROVE THE NEW COURSE

EFFECTIVE/START DATE: FA 2018

Rationale:

Revising HSW 170 to reflect Indigenous ways of knowing and being.

Discussion:

None.

MOTION CARRIED.

- 5.5.22 New Course – HSW 144 Indigenous Focus Human Service Practice Experience II
Moved by B. Harsell / Seconded by T. Bellavia TO APPROVE THE NEW COURSE WITH NOTED REVISIONS.

EFFECTIVE/START DATE: FA 2018

Rationale:

Revising HSW 174 to reflect Indigenous ways of knowing and being.

Discussion:

It was noted that students are supported in finding practicum placements.

Amendments:

- #11; clarify hours
- #13; clarify credits

MOTION CARRIED.

6. New Business

6.1 Course Deactivations

- 6.1.1 ENG 120 Introduction to Literature: Short Stories and the Novel
- 6.1.2 ENG 121 Introduction to Literature: Poetry and Drama
- 6.1.3 ENG 125 Composition and Indigenous Literature I
- 6.1.4 ENG 126 Composition and Indigenous Literature II

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

EFFECTIVE/START DATE: FA 2018

Rationale:

Courses being replaced by new 1st year courses.

Discussion:

None

MOTION CARRIED.

7. Correspondence/Information

7.1 Metal Jewellery Design Program:

After Curriculum meeting, program revision was withdrawn by the department as further discussions are required.

Discussion regarding providing developmental support services to non-credential programs. This will be added to the current review of processes.

7.2 Memo: NIC Grading System

Moved by K. Kuhnert / Seconded by J. Marriott TO SUPPORT REVIEW OF NIC GRADING SYSTEM.

Discussion:

Concern that current grade scheme disadvantages students transferring to other institutions with different grade schemes. Request for support for review and implementation of whole grading scheme.

It was agreed that discussion on completion requirements will be added to the January meeting agenda.

MOTION CARRIED.

7.3 Memo: Program Cancellations – for information only.

Concern about whether removing the credential lowers the value to students. It was noted that other institutions are doing the same with their programs. Programs will meet all necessary requirements.

7.4 Curriculum process review

Resources are being provided to hire a consultant to review our processes and support structures available at other institutions. Further discussion will be included in the January meeting agenda.

8. Meeting Evaluation – Roundtable Discussion

9. Confirmation of Next Meeting – January 19, 2018 at new Port Hardy campus.

This will be a business meeting as there will be no curriculum or policies for review.

10. Adjournment 3:22