

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, FEBRUARY 9, 2018

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
Kathy Heywood, Faculty, Comox Valley
Jan Meiers, Faculty, Comox Valley
Shirley Mutoni, Student, Comox Valley
Lou-ann Neel, Administration
Amy Rowes, Faculty, Campbell River
Danita Schmidt, Faculty, Mount Waddington (ITV)
Nicolas Schofield, Student, Mount Waddington (ITV)
Heather Thompson, Support Staff, Port Alberni (ITV)
Jennifer Kortlever, Board of Governors Representative
Kara Foreman, Recording Secretary (RS)

REGRETS: Marie Ducharme, Faculty, Comox Valley
Bert Holden, Student, Port Alberni Campus
Kathleen Kuhnert, Administration, Comox Valley
Judith Marriott, Faculty, Comox Valley
John Bowman, President (Ex-Officio)

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:35pm.

2. Adoption of Agenda

Moved by B. Harsell / Seconded by K. Heywood TO APPROVE THE AGENDA FOR FEBRUARY 9, 2018.

Addition: 7.1 Update on Christine Hodgson's contract

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE MINUTES OF THE MEETING OF JANUARY 19, 2018.

Approved as presented.

MOTION CARRIED.

4. Business Arising - None

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report. There were no questions.

5.2 Strategic Plan Committee – No meeting

5.3 Planning and Standards Committee

Minutes of 26 January 2018

D. Lightfoot stated that the committee is still working on a number of related policies that will be brought to Education Council when they are ready.

5.4 Fast Track Committee

Minutes of November and December 2017

5.4.1 Items 5.4.1 – 5.4.10 were taken as a bundle.

New Program – Employment Transitions Culinary Assistant

Moved by K. Haggith / Seconded by K. Heywood TO APPROVE ITEMS 5.4.1 – 5.4.10.

EFFECTIVE/START DATE: WI 2018

Discussion:

Some clarifications were provided by T. Bellavia as Dean of Access & Regions. He also acknowledged the work done by Kathy O'Donnell, Chair of ASD, Neil Holm, ASD Instructor and Chef Al Irving for putting this program together.

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

ACTION ITEMS:

#19: clarify if “SOPs” represents “Standard Operating Procedure”

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.

5.4.11 Program Revision – Metal Jewellery Design Certificate

Moved by K. Haggith / Seconded by A. Rows **TO APPROVE THE PROGRAM REVISION.**

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.12 Course Revision – MJD 110 Fundamentals of Design

Moved by K. Haggith / Seconded by A. Rows **TO APPROVE THE COURSE REVISION.**

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.13 **5.4.13 & 5.4.19 were taken together**

Course Revision – MJD 111 & 121 Northwest Coast First Nations Art & Engraving I and II

Moved by K. Haggith / Seconded by A. Carrel **TO APPROVE THE TWO COURSE REVISIONS.**

EFFECTIVE/START DATE: FA 2018

Discussion:

Issues noted below apply to both MJD 111 and 121:

- Concern regarding whether adequate consultation was done with Aboriginal Education including with regard to using appropriate and consistent terminology.
- Recommendation for policy to ensure that prior consultation occur for all courses with Indigenous content and consistent terminology be established. Aboriginal Education is currently working on this.
- Some course content is not reflected in the learning outcomes.
- Learning outcomes language (e.g. “recognize” and “understand”) are not measurable and should be rewritten.
- Suggest revisions be brought back to Curriculum Committee by November 2018 (at the latest) for delivery in 2019/2020.

ACTION ITEMS:

Recommendations to department:

Consultation with Aboriginal Education regarding these two courses on the noted issues.
Consultation with institutional expert on writing learning outcomes.

NOTE: These courses have been approved by Fast Track for one delivery in 2018/19. Revisions are required prior to subsequent deliveries. If delivery is planned for 2019/2020, revisions must be submitted to Curriculum Committee for the November meeting at the latest.

MOTION NOT CARRIED.

5.4.14 Course Revision – MJD 112 Metal Techniques I

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

EFFECTIVE/START DATE: FA 2018

Discussion:

None

MOTION CARRIED.

5.4.15 Course Revision – MJD 113 Metal Casting I

Moved by K. Haggith / Seconded by T. Bateman TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.16 Course Revision – MJD 114 Drawing & Rendering

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

EFFECTIVE/START DATE: FA 2018

Discussion:

Noted change to learning outcomes below.

ACTION ITEMS:

Learning Outcomes #4: remove “Have the confidence to quickly...” – not measure. Begin sentence with “Generate...”

MOTION CARRIED.

5.4.17 Course Revision – MJD 115 Final Project I

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

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.18 Course Revision – MJD 120 Fundamentals of Design II

Moved by K. Haggith / Seconded by J. Meiers TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2018

Discussion:

Noted change to learning outcomes below.

ACTION ITEMS:

Learning Outcome #5: ask developer to rewrite as learning outcome.

MOTION CARRIED.

5.4.19 Course Revision – MJD 121 Northwest Coast First Nations Art & Engraving II
Bundled with 5.4.13

5.4.20 Course Revision – MJD 122 Metal Techniques II

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

EFFECTIVE/START DATE: FA 2018

Discussion:

Concern with language in learning outcome #5. Recommendation to the developer to review this outcome with institutional experts and revise and submit as a minor change.

Discussion about establishing an appropriate process for recommending changes without holding up approvals.

(2 opposed) MOTION CARRIED.

5.4.21 Course Revision – MJD 123 Metal Casting II

Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.22 Course Revision – MJD 124 Introduction to Gemmology

Moved by K. Haggith / Seconded by A. Carrel TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.23 Course Revision – MJD 125 Final Project II

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

EFFECTIVE/START DATE: FA 2018

Discussion:

Suggested that learning outcome #1; “an *interesting* and...” is subjective and not measureable. No change requested just a recommendation to the department to review.

MOTION CARRIED.

5.4.24 Course Revision – MJD 126 Business Practices for Jewellery Artists II

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

EFFECTIVE/START DATE: FA 2018

Discussion:

Query as noted below.

ACTION ITEMS:

#32 Grade Scheme: is Pass/Fail correct? There are percentages listed in evaluation methods.

MOTION CARRIED.

5.4.25 New Course – MJD 116 Business Practices for Jewellery Artists I

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

EFFECTIVE/START DATE: FA 2018

Discussion:

Query as noted below.

ACTION ITEMS:

#32 Grade Scheme: is Pass/Fail correct? There are percentages listed in evaluation methods.

MOTION CARRIED.

5.5 Curriculum Committee

Minutes of Curriculum Meetings – January 26, 2018

Committee feedback on pilot curriculum processes introduced in Fall 2017. Feedback from Education Council members is welcome.

Discussion:
None.

6. New Business – None

7. Correspondence/Information

7.1 Update on Christine Hodgson's contract

Christine will be reviewing our curriculum development and approval processes, procedures and supports in order to make recommendations to the Council and the institution on possible improvements. However, she got a short-term teaching contract which will delay this review until the spring.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – March 9, 2018

10. ADJOURNED AT 2:46pm