

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, MAY 11, 2018**

**APPROVED**

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**PRESENT:** Brad Harsell, Faculty, Campbell River (Acting Chair)  
Tony Bellavia, Administration  
Alix Carrel, Faculty, Comox Valley  
Marie Ducharme, Faculty, Comox Valley  
Kathleen Haggith, Administration  
Kathy Heywood, Faculty, Comox Valley (ITV)  
Kathleen Kuhnert, Administration, Comox Valley  
Judith Marriott, Faculty, Comox Valley  
Brooke McIntosh, Support Staff, Campbell River (ITV)  
Jan Meiers, Faculty, Comox Valley  
Amy Rowes, Faculty, Campbell River  
Heather Thompson, Support Staff, Port Alberni (ITV)  
Kara Foreman, Recording Secretary (RS)  
GUEST: Christine Hodgson

**REGRETS:** Terri Bateman, Faculty, Comox Valley  
Bert Holden, Student, Port Alberni Campus  
Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Shirley Mutoni, Student, Comox Valley  
Lou-ann Neel, Administration  
Danita Schmidt, Faculty, Mount Waddington  
Nicolas Schofield, Student, Mount Waddington  
John Bowman, President (Ex-Officio)

**1. Declaration of Quorum**

B. Harsell declared quorum at 12:33pm.

**2. Adoption of Agenda**

**Moved by M. Ducharme / Seconded by J. Meiers TO APPROVE THE AGENDA FOR MAY 11, 2018.**

Addition: 6.1 Report from Senior Education Team.

**MOTION CARRIED**

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

**Moved by A. Rowes / Seconded by T. Bellavia TO ADOPT THE MINUTES OF THE MEETING OF MARCH 9, 2018.**

Adopted as presented.

**MOTION CARRIED.**

**4. Business Arising - None**

**5. Committee Reports**

**5.1 Education Council Chair Update/Information**

B. Harsell reviewed D. Lightfoot's report; he is at the Academic Governance Council meeting.

*Report Highlights*

- Thanks to everyone involved in the curriculum process review.
- Joint meeting of Board of Governors, Aboriginal Education Council & Education Council on June 15<sup>th</sup> in the morning. Details to follow. All EdCo members are encouraged to attend.
- Additional Curriculum Committee meeting on June 15<sup>th</sup> in the afternoon to support faculty developing curriculum in May.

**5.2 Strategic Plan Committee – No meeting**

**5.3 Planning and Standards Committee**

Minutes of 20 April 2018

## **Policies for Review**

### **5.3.1 Policy 3-06: Code of Conduct of Academic, Personal and Professional Conduct (Code of Conduct)**

**Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE REVISIONS TO POLICY 3-06 CODE OF CONDUCT OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT.**

*Discussion:*

Noted that “Cannabis” will be removed from the Procedures in 3.5.

**MOTION CARRIED.**

### **5.3.2 Policy 3-31: Student Complaint Resolution**

**Moved by K. Kuhnert / Seconded by K Haggith TO APPROVE REVISIONS TO POLICY 3-31 STUDENT COMPLAINT RESOLUTION.**

*Discussion: None*

**MOTION CARRIED.**

### **5.3.3 Policy 3-02: Equipment Use Off Campus**

This item is for information only in reference to Policy 3-06. Senior Leadership Team (SLT) has approved the rescinding of this policy.

## **5.4 Fast Track Committee**

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### **5.4.1 Course Revision – ENG 104 Foundations of Academic Writing**

**Moved by T. Bellavia / Seconded by K. Kuhnert TO APPROVE THE COURSE REVISION.**

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

None

**MOTION CARRIED.**

*Items 5.4.2 – 5.4.6 were taken as a bundle*

### **5.4.2 Course Revision – ENG 115 Essay Writing and Critical Analysis**

**Moved by T. Bellavia / Seconded by A. Rows TO APPROVE THE COURSE REVISIONS: ENG 115, ENG 116, ENG 122, ENG 127 AND ENG 160.**

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

Suggestion for department to consider removing ENG 160 from prerequisites.

### **5.4.3 Course Revision – ENG 116 Essay Writing and Indigenous Perspectives**

**EFFECTIVE/START DATE: FA 2018**

### **5.4.4 Course Revision – ENG 122 Reading Literature**

**EFFECTIVE/START DATE: FA 2018**

### **5.4.5 Course Revision – ENG 127 Indigenous Literatures in Canada**

**EFFECTIVE/START DATE: FA 2018**

### **5.4.6 Course Revision – ENG 160 Effective Organizational Writing**

**EFFECTIVE/START DATE: FA 2018**

**MOTION CARRIED.**

## **5.5 Curriculum Committee**

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### **5.5.1 Omnibus Changes: Program & Course Revisions: MAT 055**

**Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE OMNIBUS CHANGES.**

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

None

**MOTION CARRIED.**

**5.5.2 Omnibus Changes: Program & Course Revisions: K-12**

**Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE OMNIBUS CHANGES.**

**EFFECTIVE/START DATE: FA 2019**

***Discussion:***

The new K-12 curriculum has not been 100% finalized. If there are further changes by the Ministry, curriculum changes will need to come back through the approval process. It was agreed that the changes could wait until the September EdCo meeting.

***Recommended changes to document:***

Identify that 4 credits are required for recognition of English 10.

**MOTION DEFEATED.**

**Moved by J. Marriott / Seconded by T. Bellavia TO TABLE THE OMNIBUS CHANGES.**

**MOTION CARRIED WITH 1 OPPOSITION.**

**5.5.3 New Course – ENG 166 Effective Organizational Communications**

**Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2018**

***Discussion:***

This course will be added to the Aboriginal Leadership Certificate.

**MOTION CARRIED.**

**6. New Business**

**6.1 Report from Senior Education Team (SET)**

It was agreed that in future T. Bellavia will provide a written update from SET in time for the agenda package and a verbal update on any critical items at the meeting.

**7. Correspondence/Information - None**

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting. Members acknowledged B. Harsell stepping in as Acting Chair.

**9. Next Meeting – June 8, 2018**

**10. ADJOURNED AT 1:54pm**