

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, JUNE 8, 2018**

**APPROVED**

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**PRESENT:** Dennis Lightfoot, Faculty, Comox Valley (Chair)  
Terri Bateman, Faculty, Comox Valley  
Tony Bellavia, Administration  
Marie Ducharme, Faculty, Comox Valley  
Brad Harsell, Faculty, Campbell River  
Kathy Heywood, Faculty, Comox Valley  
Judith Marriott, Faculty, Comox Valley (Telephone)  
Brooke McIntosh, Support Staff, Campbell River (ITV)  
Amy Rowes, Faculty, Campbell River  
Danita Schmidt, Faculty, Mount Waddington (ITV)  
John Bowman, President (Ex-Officio)  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Alix Carrel, Faculty, Comox Valley  
Kathleen Haggith, Administration  
Bert Holden, Student, Port Alberni Campus  
Kathleen Kuhnert, Administration, Comox Valley  
Jan Meiers, Faculty, Comox Valley  
Shirley Mutoni, Student, Comox Valley  
Nicolas Schofield, Student, Mount Waddington  
Kelly Shopland, Administration  
Heather Thompson, Support Staff, Port Alberni

**1. Declaration of Quorum**

D. Lightfoot declared quorum at 12:38pm.

**2. Adoption of Agenda**

**Moved by B. Harsell / Seconded by M. Ducharme TO APPROVE THE AGENDA FOR JUNE 8, 2018.**

Deletions: Items 5.4.30 – 5.4.43 were withdrawn.

Additions: Item 6.1 proposed Bylaw changes

**MOTION CARRIED**

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

**Moved by K. Heywood / Seconded by M. Ducharme TO ADOPT THE MINUTES OF THE MEETING OF MAY 11, 2018.**

Adopted as presented.

**MOTION CARRIED.**

**4. Business Arising - None**

**5. Committee Reports**

**5.1 Education Council Chair Update/Information**

D. Lightfoot reviewed his report;

*Report Highlights*

- NIC is ahead of other institutions in preparations for K-12 changes.
- Camosun has support for the chairs of their standing committees which NIC would like to implement to encourage faculty to take on these positions.
- Changes are being made to the approvals process for curriculum documents to make it more efficient while maintaining quality assurance.
- Meeting with Senior Education Team regarding release time for standing committee chairs.
- Reminder of meeting with Aboriginal Education Council (next) Friday, June 15<sup>th</sup>.

**5.2 Strategic Plan Committee – No meeting**

**5.3 Planning and Standards Committee**

Minutes of 28 May 2018

J. Marriott (in place of K. Kuhnert) stated that the committee reviewed feedback from legal counsel on policy 3-30 Student Appeal. The policy is expected to come to Education Council for final approval in the fall.

**5.4 Fast Track Committee – No meeting**

**5.5 Curriculum Committee**

Minutes of 18 May 2018

**5.5.1 Course Revision – ENG 212 An Introduction to Canadian Literature I**

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Provide feedback on Learning Outcomes language to department as noted below.

**Department Feedback:**

#2 suggest Identify vs Recognize

#4 Write papers; depends on desired outcomes

#5 Scholarly material; add qualifiers (e.g. citations)

This is feedback for the department but will not hold up approval. These can be submitted as minor revisions.

**MOTION CARRIED.**

**5.5.2 Items 5.5.2 – 5.5.5 were taken together**

**Course Revision – ENG 213 An Introduction to Canadian Literature II**

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS: ENG 213, 224, 225 AND 230.

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Incongruence between Course Content [ref “1930 to present”] and Learning Outcomes [ref to “20<sup>th</sup> century”]

**Department Feedback:**

Same comments as above to Learning Outcomes #2, 4, 5

**5.5.3 Course Revision – ENG 224 Women’s Literature & Theory I**

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Provide feedback on Learning Outcomes

**Department Feedback:**

Same comments as above to Learning Outcomes #2, 4, 5

**5.5.4 Course Revision – ENG 225 Women’s Literature & Theory II**

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Provide feedback on Learning Outcomes

**Department Feedback:**

Same comments as above to Learning Outcomes #2, 4, 5

**5.5.5 Course Revision – ENG 230 Selected Topics in Literature I**

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Provide feedback on Learning Outcomes

**Department Feedback:**

Same comments as above to Learning Outcomes #4, 5

**MOTION CARRIED.**

**5.5.6** **Items 5.5.6 – 5.5.7 were taken together**  
Course Revision – HUC 100 Hospital Unit Clerk – Overview  
Moved by T. Bellavia / Seconded by K. Heywood TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE:** FA 2019

*Discussion:*

None

**5.5.7** Course Revision – HUC 103 Introduction to Pharmacology

**EFFECTIVE/START DATE:** FA 2019

*Discussion:*

None

**MOTION CARRIED.**

**5.5.8** Program Revision – Aboriginal Leadership Certificate

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

**EFFECTIVE/START DATE:** FA 2018

*Discussion:*

None

**MOTION CARRIED.**

**5.5.9** New Course – ELH 201 Electrician Apprenticeship Harmonized – Gap Training

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

**EFFECTIVE/START DATE:** WI 2019

*Discussion:*

None

**MOTION CARRIED.**

**5.5.10** New Program – Culinary Business Operations Diploma

Moved by T. Bellavia / Seconded by K. Heywood TO APPROVE THE NEW PROGRAM.

**EFFECTIVE/START DATE:** FA 2019

*Discussion:*

None

**MOTION CARRIED.**

**5.5.11** New Course – PCA 101 Occupational Skills and Industry Standards Essentials

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE:** FA 2019

*Discussion:*

None

**MOTION CARRIED.**

**5.5.12** New Course – PCA 102 Short Order

Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE:** FA 2019

*Discussion:*

None

**MOTION CARRIED.**

**5.5.13** New Course – PCA 103 Soup and Sauce Essentials

Moved by T. Bellavia / Seconded by A. Rows TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.5.14 New Course – PCA 104 Vegetables, Starches, and Fruits**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.5.15 New Course – PCA 105 Protein Cookery Essentials**

**Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.5.16 New Course – PCA 106 Fundamentals of Baked Goods and Desserts**

**Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.5.17 New Course – PCA 107 The Lab**

**Moved by T. Bellavia Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

#18; remove “products,”

**MOTION CARRIED.**

**5.5.18 New Course – PCA 108 The Cafe**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

#18 & 19; remove “products,”

**MOTION CARRIED.**

**5.5.19 New Course – PCA 109 The Bistro**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.5.20 New Course – PCA 110 Culinary Work Placement - Diploma**

**Moved by T. Bellavia / Seconded by A. Rows TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

Recommendations regarding Learning Outcomes

**Department Feedback:**

#4 clarify “objective”

#8 copy & paste error from other ACD?

Inconsistent use of terms; co-op, work term, work placement

#10 copy & paste error?

**MOTION CARRIED.**

**5.5.21 New Course – PCA 201 Occupational Skills and Industry Standards Intermediate**

**Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

Clarify Level

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year on ALL 200 level courses.

**MOTION CARRIED.**

**5.5.22 New Course – PCA 202 Fine Dining Appetizers and Hors d’oeuvres**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

**MOTION CARRIED.**

**5.5.23 New Course – PCA 203 Specialty Soups and Sauces**

**Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

**MOTION CARRIED.**

**5.5.24 New Course – PCA 204 Vegetables, Starches, and Fresh Pasta**

**Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

#15; last sentence typo

**MOTION CARRIED.**

**5.5.25 New Course – PCA 205 Protein Cookery Intermediate**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Department Feedback:**

Confirm #18 – clarification of 1<sup>st</sup> bullet (Identify and cut, or Identify cuts?)

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

**MOTION CARRIED.**

**5.5.26 New Course – PCA 206 Fine Dining Desserts and Breads**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

#15 last sentence typo

**MOTION CARRIED.**

**5.5.27 New Course – PCA 207 Regional Products and Procurement**

Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

#15 last sentence typos

**MOTION CARRIED.**

**5.5.28 New Course – PCA 208 Front of House and Technology**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

**MOTION CARRIED.**

**5.5.29 New Course – PCA 209 The Restaurant**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**Action Items: (RS)**

Confirm #14 - Level: 2<sup>nd</sup> year

**MOTION CARRIED.**

**ITEMS 5.5.30 – 5.5.43 inclusive were withdrawn by the department**

**5.5.45 Program Revision – Aquaculture Technician Certificate**

Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION.

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Admission requirements

**Department Feedback:**

Recommendation to reconsider admission requirement re:19 years

**MOTION CARRIED.**

**5.5.46 Course Revision – AQT 100 Introduction to Aquaculture**

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Recommended changes to Learning Outcomes as noted below.

**Action Items: (RS)**

#6; remove text after “including”

#7; remove text after “aquaculture”

**MOTION CARRIED.**

**5.5.47 Course Revision – AQT 105 Shellfish and Algal Production**

Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

**Department Feedback:**

Clarification of Learning Outcome #4 re “site selection.”

**MOTION CARRIED.**

**5.5.48 Course Revision – AQT 110 Finfish Husbandry**

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

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

Clarification of Description: “fish” references replaced with “finfish” and Learning Outcomes as noted below.

**Department Feedback:**

Description; replace fish with ‘finfish’?

#4; text after “culture” should be in content or description (longevity issues)

#5; text after “health” should be in content or description

**MOTION CARRIED.**

**5.5.49 Course Revision – AQT 115 Aquaculture Health & Safety**

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

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

**Department Feedback:**

Review use of uppercase in Course Content & Learning Outcomes.

Recommend review of Instructor Qualifications

Clarify transfer status

**Action Items: (RS)**

Course Content: fix acronym OH&S

Content & Learning Outcomes: Remove unnecessary uppercase letters

**MOTION CARRIED.**

**5.5.50 Course Revision – AQT 120 Applied Skills in Aquaculture**

Moved by T. Bellavia / Seconded by A. Rows TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

**Department Feedback:**

Issues with Description, Content, Learning Outcomes:

Description; incorrect text deletion, needs rewrite

Course Content; overuse of uppercase letters

Learning Outcomes; #2 & 9 not measurable

**MOTION DEFEATED.**

**5.5.51 Course Revision – AQT 125 Aquaculture Field School**

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

None

**Action Items: (RS)**

Learning Outcome #11; Calibrate

**MOTION CARRIED.**

**5.5.52 Course Revision – AQT 130 Aquaculture Practicum**

Moved by T. Bellavia / Seconded by A. Rows TO APPROVE THE COURSE REVISION.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

None

**MOTION CARRIED.**

**5.5.53 New Program – Aquaculture Technician Diploma**

Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE NEW PROGRAM.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

Clarification re admission requirements; NIC Aquaculture Technician Certificate only?

**Department Feedback:**

Add “NIC” to admission requirements?

**MOTION CARRIED.**

**5.5.54 New Course – AQT 200 Sustainable Aquaculture**

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

**Department Feedback:**

Question re Transfer Status (on all courses)

**MOTION CARRIED.**

**5.5.55 New Course – AQT 201 Biology of Cultured Finfish**

Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.

**EFFECTIVE/START DATE: FA 2018**

*Discussion:*

**Department Feedback:**

Learning Outcomes #4: Clarification on need to list all systems.

**MOTION CARRIED.**



- 5.5.56 New Course – AQT 202 Aquaculture Equipment and Facility Maintenance**  
 Moved by T. Bellavia / Seconded by A Rowes TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
 None  
**MOTION CARRIED.**
- 5.5.57 New Course – AQT 203 Aquaculture Technical Communication**  
 Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
 None  
**MOTION CARRIED.**
- 5.5.58 New Course – AQT 204 Finfish Grow-out Production**  
 Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
 None  
**MOTION CARRIED.**
- 5.5.59 New Course – AQT 205 Finfish Hatchery Production**  
 Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
 Re: Learning Outcome #16.  
**Action Items: (RS)**  
 Learning Outcome #16; remove text after “markers”  
**MOTION CARRIED.**
- 5.5.60 New Course – AQT 206 Fish Diseases and Health**  
 Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
**Department Feedback:**  
 Suggest remove upper case as applicable.  
**MOTION CARRIED.**
- 5.5.61 New Course – AQT 207 Directed Research Project**  
 Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
 None  
**MOTION CARRIED.**
- 5.5.62 New Course – AQT 208 Directed Applied Aqua Project**  
 Moved by T. Bellavia / Seconded by K. Heywood TO APPROVE THE NEW COURSE.  
**EFFECTIVE/START DATE:** FA 2018  
*Discussion:*  
**Department Feedback:**  
 #16; add ENG 115  
 LO #8; clarification of verb “start”

Clarification re Learning Outcome #8

**Action Items: (RS)**

#10; change to “Aquaculture”

LO #8; add “including” after “project” and remove comma after “research”

**MOTION CARRIED.**

**5.5.63 New Course – NCN 097 Introductory Nuu-chah-nulth Language 2**

**Moved by T. Bellavia / Seconded by M. Ducharme TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2018**

**Discussion:**

None

**MOTION CARRIED.**

**6. New Business – (addition)**

**6.1 Bylaw Amendments**

D. Lightfoot stated that he has received approval to provide release time for the chairs of Curriculum and Planning & Standards Committees. The plan is to have these positions filled by faculty members. In order to have these positions filled by election rather than appointment, the bylaws need to be amended. Changes cannot be done at this meeting as there aren't 2/3s of members in attendance which is required for bylaw changes. He provided a draft of the proposed changes. These revisions will be brought back to Council in the fall.

**Proposed changes include:**

- Annual elections of EdCo members will include additional positions for the 2 standing committee chairs, increasing council membership from 21 to 23.
- Change election dates to the spring and chair/vice chair terms will begin in September.

**Action Item:**

D. Lightfoot will follow up on discussion around compensation for student participation on EdCo.

**7. Correspondence/Information**

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

**Highlights:**

- Campbell River campus changes; meeting June 20<sup>th</sup> will discuss the capital project, international education, a new Campbell River plan and terms of reference for a new operations committee. The committee will be reviewing the capital project and moving forward with confirmed details of the plan. An invitation to this meeting will be sent soon.
- Review of Policy 3-30 Student Appeal was completed. This policy will be coming to EdCo for final approval in the fall.
- Project Red File: A Users' Guide for staff and faculty on a variety of topics related to helping students in distress will be distributed in the fall.

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting.

**9. Next Meeting – September 14, 2018**

**10. ADJOURNED AT 4:06pm**