

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, SEPTEMBER 14, 2018

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 (Telephone)
Brooke McIntosh, Support Staff, Campbell River (ITV)
Jan Meiers, Faculty, Comox Valley
Amy Rowes, Faculty, Campbell River
Danita Schmidt, Faculty, Mount Waddington (ITV)
Heather Thompson, Support Staff, Port Alberni
John Bowman, President (Ex-Officio)
Kara Foreman, Recording Secretary (RS)

REGRETS: Bert Holden, Student, Port Alberni Campus
Shirley Mutoni, Student, Comox Valley
Nicolas Schofield, Student, Mount Waddington
Kelly Shopland, Administration

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:31pm.

2. Adoption of Agenda

Moved by B. Harsell / Seconded by A. Carrel TO APPROVE THE AGENDA FOR SEPTEMBER 14, 2018.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by K. Heywood / Seconded by B. Harsell TO ADOPT THE MINUTES OF THE MEETING OF JUNE 8, 2018.

Adopted as presented.

MOTION CARRIED.

4. Business Arising

4.1 Proposed Bylaw Amendments

Moved by D. Schmidt / Seconded by B. Harsell TO AMEND THE BYLAWS AS PRESENTED.

Discussion:

Highlights of proposed changes:

1. Electing Standing Committee Chairs

- adding two (ex-officio) faculty positions to Ed Council, to act as Standing Committee chairs
- elected by faculty in February/March bi-election
- terms are 2 years from September to August
- positions receive 25% release time
- in absence of elected chairs, 2 EdCo members will be appointed for the interim

2. Elections and Terms

- Removing specific dates of elections
- Member terms to commence at beginning of academic term following election

MOTION CARRIED.

K. Kuhnert noted that next step is to revise the Election Rules and Regulations after consultation with the North Island College Faculty Association (NICFA), North Island Student Union (NISU), the Board of Governors (BOG) and the Canadian Union of Public Employees (CUPE).

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report;

Report Highlights

- Approval of release time for committee chairs
- Approval of honorarium for student members
 - based on attendance
 - \$100 per meeting (same as Board of Governors)
- C. Hodgson's final report on Education Council's processes
 - 5 major recommendations
 - Posted on the [Education Council team site](#)

5.2 Planning and Standards Committee

Minutes of 28 May 2018

Moved by K. Kuhnert / Seconded by M. Ducharme TO APPROVE REVISIONS TO POLICY 3-30: STUDENT APPEALS EFFECTIVE IMMEDIATELY.

Discussion:

K. Kuhnert reviewed changes to the policy.

- Last updated October 2015
- Received rigorous review from P&S Committee, Senior Education Team (SET), Senior Leadership Team (SLT), NISU and NIC's legal counsel
- Changes to some language for clarification
- Defining when an appeal can be used
- Retention of records (advise of legal counsel)
- Changes to Procedures (do not require EdCo approval)

MOTION CARRIED.

T. Bellavia thanked the committee for their work on this policy and encouraged faculty members to sit on the Appeal Panel. The panel consists of two faculty members and two students.

K. Kuhnert also extended her thanks to the committee for all their work.

INTERRUPTION – POWER OUTAGE

5.3 Fast Track Committee

Minutes of June/July 2018

5.3.1 **Items 5.3.1 – 5.3.6 were taken together**

Course Revision – BUS 100 Financial Accounting Fundamentals

Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE COURSE REVISIONS (Items 5.3.1 – 5.3.6).

5.3.2 Course Revision – BUS 132 Mathematics of Finance

5.3.3 Course Revision – BUS 150 Principles of Management

5.3.4 Course Revision – BUS 152 Entrepreneurship and Small Business

5.3.5 Course Revision – BUS 162 Principles of Marketing

5.3.6 Course Revision – BUS 170 Computer Applications for Business

EFFECTIVE/START DATE: FA 2018

Discussion:

None

Action Items: (RS)

Add to course revision forms (BUS 100, 132, 152, and 170); Prerequisites: Add MAT 055

MOTION CARRIED.

5.3.7 **Items 5.3.7 – 5.3.8 were taken together**

Course Revision – ECO 110 Principles of Microeconomics

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

5.3.8 Course Revision – ECO 111 Principles of Macroeconomics

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

Action Items: (RS)

Add to course revision form (ECO 110); Prerequisites: Add MAT 055

MOTION CARRIED.

5.3.9 Items 5.3.9 – 5.3.18 were taken together

Program Revision – Electronics Technician Core Certificate

Moved by K. Haggith / Seconded by D. Schmidt TO APPROVE THE PROGRAM AND COURSE REVISIONS.

5.3.10 Course Revision – ELC 090 Technical Mathematics

5.3.11 Course Revision – ELC 105 Technical DC Circuit Analysis

5.3.12 Course Revision – ELC 106 Technical AC Circuit Analysis

5.3.13 Course Revision – ELC 108 Technical Soldering & Workshop Practices

5.3.14 Course Revision – ELC 109 Computer Applications and Design

5.3.15 Course Revision – ELC 110 Digital Electronics Analysis

5.3.16 Course Revision – ELC 120 Solid State Devices

5.3.17 Course Revision – ELC 130 Linear Circuit Analysis

5.3.18 Course Revision – ELC 140 Programmable Devices

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

K. Haggith extended thanks to the Fast Track Committee for their work on these submissions during the summer.

5.4 Curriculum Committee

Minutes of 15 June 2018

5.4.1 New Course – KWA 098 Kwak’wala Introduction to the U’mistá Orthography

Moved by K. Haggith / Seconded by D. Schmidt TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.2 Course Revision – MAT 210 Calculus III

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

EFFECTIVE/START DATE: FA 2018

Discussion:

None.

MOTION CARRIED.

5.4.3 OMNIBUS K-12 Program Admissions Changes

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE OMNIBUS K-12 PROGRAM ADMISSION CHANGES.

EFFECTIVE/START DATE: FA 2019

Discussion:

Originally presented at the May meeting but tabled until Ministry posted final changes.

MOTION CARRIED.

T. Bellavia extended his thanks to Jen Wrye for her work on this project.

5.5 Strategic Plan Committee – No meeting

6. New Business – None

7. Correspondence/Information

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

Highlights:

1. Progression/Academic Standing Policy

- draft under development with cross reference to several other policies
- thanks to K. Kuhnert and the deans for their work on this
- will go through full consultation process
- focus on shared responsibility between institution and students
- to ensure that if students fall below a minimal threshold (e.g. 2.0 average), resources will be available to support them and they will be expected to use them

2. English Language Program (ELP) Pathway

- new pathway program under development with ELP faculty
- designed to support international students transitioning to University Studies
- students will be assessed in their home country using NIC and standard assessments

3. New Exempt Position – Director of Teaching & Learning

- Job description under development
- Full time position
- Posted and hiring committee established soon
- Goal to fill for January 2019 start
- Responsible for:
 - new quality assurance processes
 - Working on K-12 transition
 - Working with Teaching & Learning Committee and its initiatives
 - Building of Teaching & Learning Centre
 - Supervisory responsibilities of various faculty facilitators

7.2 Instructional Key Dates & NIC Academic Schedules and Deadlines

Highlights:

- Added day for fall Reading Break (2019)
- Setting winter timetable start with extra day; college is open but no classes scheduled
- Programs with varying start dates set their own dates so may vary
- Summer regular intersession (7 week) as well as 14 week with Reading Break aligned with long weekend in July
- Noted: K. Kuhnert will look into posting final exam schedule earlier.

7.3 Notice of appointments to the Research and Ethics Board:

Dr. A. Scholtz, Dr. A. Brady, Dr. J. Heinz, J. Fraser, J. Reynolds and P. Burton

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

Thanks extended to members who have completed their terms:

M. Ducharme, Brooke McIntosh, Amy Rowes, Bert Holden, Shirley Mutoni and Nicolas Schofield

Next meeting: elections of EdCo chair, vice chair and two standing committee chairs

9. Next Meeting – October 12, 2018

10. ADJOURNED AT 2:10pm