

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, OCTOBER 12, 2018

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Nitesh Chaudhary, Student, Comox Valley
Jennifer Fallis-Starhunter, Faculty, Campbell River
Brad Harsell, Faculty, Campbell River
Kathy Heywood, Faculty, Comox Valley
Kathleen Kuhnert, Administration
Judith Marriott, Faculty, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Jan Meiers, Faculty, Comox Valley
Debbie Price, Student, Comox Valley
Danita Schmidt, Faculty, Mount Waddington
Nadine Simpson, Faculty, Comox Valley
Tony Yaklin, Faculty, Campbell River
John Bowman, President (Ex-Officio)
Kara Foreman, Recording Secretary (RS)

REGRETS: Kathleen Haggith, Administration
Peter Hoefgen, Student, Comox Valley
Kelly Shopland, Administration
Heather Thompson, Support Staff, Port Alberni

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:36pm.

- Round of introduction and welcome new members

2. Adoption of Agenda

Moved by D. Schmidt / Seconded by K. Heywood TO APPROVE THE AGENDA FOR OCTOBER 12, 2018.

Additions:

6.2 Mentorship

7.4 Report from Academic Governance Council (AGC)

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by B. Harsell / Seconded by B. McIntosh TO ADOPT THE MINUTES OF THE MEETING OF SEPTEMBER 14, 2018.

Adopted as presented.

MOTION CARRIED.

4. Business Arising

Peggy Nelson acted as presiding officer for the chair and vice chair elections.

4.1 Chair and Vice Chair elections (Terms commencing January 1, 2018)

- Brad Harsell acclaimed as Chair
- Kathy Heywood elected as Vice Chair

4.2 Appointment of Standing Committee Chairs

- **Moved by B. Harsell / Seconded by J. Meiers TO APPOINT JUDITH MARRIOTT AS CHAIR OF PLANNING & STANDARDS COMMITTEE.**

MOTION CARRIED.

- **Moved by A. Carrel / Seconded by N. Simpson TO APPOINT JENNIFER FALLIS-STARHUNTER AS CHAIR OF CURRICULUM AND FAST TRACK COMMITTEES.**

MOTION CARRIED

4.3 Confirmation of Standing Committee members

- Current committee members were confirmed

4.4 Call for new members of Standing Committees

Planning & Standards Committee

- Terry Bateman
- Brooke McIntosh

Curriculum Committee

- Debbie Price
- It was noted that a staff member from student advising would be beneficial.

Fast Track Committee

- Nadine Simpson
- Judith Marriott
- Debbie Price
- Terry Bateman
- Alix Carrel

5. **Committee Reports**

5.1 ***Education Council Chair Update/Information***

D. Lightfoot reviewed his report;

Report Highlights

- Met with Senior Education Team (SET) meeting to discuss findings of consultant's report on EdCo/Curric processes.
- Vice Chair, B. Harsell, attended AGC meeting on chair's behalf. (Report in item 7.4)

5.2 ***Planning and Standards Committee***

Minutes of 21 Sep 2018

K. Kuhnert stated that the committee reviewed two policies:

- Policy 3-07 New Program Approval had a minor change and was then posted for community feedback. She anticipates it will come to EdCo in November for approval.
- Committee did a first review of the Program Review policy. It will go to SET and Senior Leadership Team (SLT) before returning to the committee for further review. She anticipates it will come to EdCo sometime in the new year.
- The committee will also be reviewing additional policies this fall; Academic Standards and Progression, Admissions, and Registration.

5.3 ***Fast Track Committee*** - No meeting

5.4 ***Curriculum Committee***

Minutes of 28 Sep 2018

5.4.1 **Course Revision – GEO 111 Environment, Society and Sustainability**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Concern was expressed about:

1. using a sliding scale in evaluations and
2. the size of the range of percentage differences

It was noted that other institutions are using sliding scales in their evaluation methods.

It was agreed that this item be postponed until the next meeting pending research findings from the registrar's office on the use of sliding scales at other institutions.

Recommended Revisions:

Prerequisites:

- Add English 12 First Peoples?

Learning Outcomes:

- #5; "examine" – not measurable; suggest different verb

Student Evaluation:

- Clarify exam percentages (together = 40-45%?)

- *Demonstrated competencies*; contribution to group work and attendance (how will these be measured?)

Action Item:

Registrar’s office will conduct further research on sliding scales at other institutions and bring to next meeting.

Chair will advise department of concerns and recommend they attend the next meeting.

MOTION POSTPONED.

5.4.2 Items 5.4.2 – 5.4.5 were bundled together

Moved by T. Bellavia / Seconded by B. McIntosh TO APPROVE THE COURSE REVISIONS TO FRE 100, 101, 120 and 121.

Course Revision – FRE 100 French: Motifs I
EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Learning Outcomes: (on all 4 courses)

#4. “Engage in short exchanges in French...”

5.4.3 Course Revision – FRE 101 French: Motifs II

5.4.4 Course Revision – FRE 120 French: Motifs III

5.4.5 Course Revision – FRE 121 French: Motifs IV

MOTION CARRIED.

5.4.6 New Program – Culinary Business Operations Advanced Diploma

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Revisions Required:

Ensure SRO omnibus program language changes

Program Requirements

- Add ENG 166
- Change PCA 313 title to Culinary Cooperative Education Term

Admission Requirements

- Updated information provided

Completion Requirements

- Clarify course percentages

Completion Timelines

- 1st bullet, fix “coop”

Prospective Students

- typo

MOTION POSTPONED.

5.4.7 Items 5.4.7 – 5.4.14 were bundled together

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE NEW COURSES PCA 301, 302, 303, 304, 305, 306, 307, 308.

EFFECTIVE/START DATE: FA 2019

New Course – PCA 301 Occupational Skills and Industry Standards Advanced

5.4.8 New Course – PCA 302 Protein Cookery Advanced

5.4.9 New Course – PCA 303 Regional Cuisine and Beverages

5.4.10 New Course – PCA 304 Current Trends and International Flavours

5.4.11 New Course – PCA 305 Advanced Pastry, Cake and Dessert Production

5.4.12 New Course – PCA 306 Artisanal Bread Making

5.4.13 New Course – PCA 307 Buffet Presentation and Charcuterie

5.4.14 New Course – PCA 308 Foodservice Production and Operations

MOTION CARRIED.

5.4.15 New Course – PCA 313 Culinary Work Placement – Advanced Diploma

EFFECTIVE/START DATE: FA 2019

Discussion:

It was confirmed that students will receive assistance in finding work placements.

Revisions Required:

#10 Course Title: change to Culinary Cooperative Education Work Term

Find and replace “work term” and “work placement term” with “cooperative education work term.”

MOTION POSTPONED.

5.4.16 Course Revision – AQT 120 Strategies for Success

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Course name will remain the same.

Revisions Required:

Description: remove “culturally”

Learning Outcome #6; not measurable

Student Evaluation; clarify “demonstrated competencies...” with measurable examples

Instructor Qualifications: remove duplicated text

Course Rev-form; fix course title

MOTION CARRIED.

5.4.17 Items 5.4.17 – 5.4.21 were bundled together

Course Revision – CHE 051 College Preparatory Chemistry I

Moved by T. Bellavia / Seconded by K. Heywood TO APPROVE THE COURSE REVISIONS CHE 051, 060, 152, 200 and 201.

EFFECTIVE/START DATE: FA 2019

Discussion:

Concern was expressed about the different evaluation percentages for Distance and Scheduled course versions. (sliding scale)

It was agreed that the original motion be amended to exclude CHE 051.

Moved by B. Harsell / Seconded by N. Simpson TO APPROVE THE COURSE REVISION TO CHE 051.

After discussion, **it was agreed** that the motion to approve CHE 051 be postponed until the next meeting pending confirmation from the department that they want to maintain this evaluation structure.

MOTION POSTPONED.

Action Item:

Chair will advise department of concerns and recommend they attend the next meeting.

5.4.18 Items 5.4.18 – 5.4.21 were bundled together

Moved by T. Bellavia / Seconded by T. Bateman TO APPROVE THE COURSE REVISIONS CHE 060, 152, 200, and 201.

Course Revision – CHE 060 College Preparatory Chemistry II

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Revisions Required: (RS)

Learning Outcomes; “Guide” not “Handbook”

5.4.19 Course Revision – CHE 152 Engineering Chemistry

5.4.20 Course Revision – CHE 200 Organic Chemistry I

Revisions Required: (RS)

- Description; consistent use of roman numerals
- “first of two...”
- Remove dash

5.4.21 Course Revision – CHE 201 Organic Chemistry II

MOTION CARRIED.

5.4.22 Course Revision – MAT 115 Introduction to Statistics

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None.

MOTION CARRIED.

5.4.23 New Course – MAT 214 Calculus IV

Moved by T. Bellavia / Seconded by J. Fallis-Starhunter TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Revisions Required: (RS)

Description: typo

Learning Outcome #5: “demonstrate understanding of...”

#13: change to “Derive first and second order differential equations from physical systems.”

MOTION CARRIED.

5.4.24 Items 5.4.24 – 5.4.25 were bundled.

Moved by T. Bellavia / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS TO ENG 202 and 203.

Course Revision – ENG 202 A Survey of English Literature I

EFFECTIVE/START DATE: FA 2019

Discussion:

Concern was expressed about including the exception of ENG 104 as it seems to disadvantage NIC students.

It was agreed that the motion be postponed until the next meeting pending feedback from the department.

5.4.25 Course Revision – ENG 203 A Survey of English Literature II

MOTION POSTPONED.

Action Item:

Chair will advise department of concerns and recommend they attend the next meeting.

6. New Business

6.1 Memo to Senior Education Team (SET)

D. Lightfoot stated that SET requested a memo from Education Council advising that the purchase of curriculum software is a priority. He requested feedback on the draft memo provided. Suggested edits were accepted.

He also noted that this software has received buy-in from other stakeholder departments who will also benefit from the software.

Moved by B. Harsell / Seconded by B. McIntosh TO SUPPORT THE MEMO GOING FORWARD TO SET.

MOTION CARRIED.

6.2 Mentorship for new members

D. Lightfoot asked for volunteers to mentor the six new members; to answer questions and provide support as needed. Volunteers:

- B. McIntosh
- K. Heywood
- T. Bateman
- D. Lightfoot
- J. Meiers
- H. Thompson (TBC)

Action Item:

D. Lightfoot will assign mentors and send the list to mentors and protégés.

7.

Correspondence/Information

7.1 (Verbal) Report from SET (T. Bellavia)

Highlights:

1. Educational Plan (MYPP) is continuing to evolve. Decanal areas have been asked to complete the last 2 years of the plan. This plan will inform funding priorities and ideas regarding new courses and programs.
2. A Progression/Academic Standing Policy is under development and will proceed through the normal review processes.
3. The new Campbell River campus plan has been distributed. A similar document is under development for the Port Alberni campus.

7.2 (Verbal) Report from Aboriginal Education (T. Bellavia for K. Shopland)

Highlights:

1. Sara Child has been hired as the Aboriginal Education Facilitator. She will be working closely with Aboriginal Education to support the process of indigenization of curriculum at NIC.
2. An Aboriginal Education policy is under development which will encompass curriculum development, teaching and a variety of other initiatives.
3. The Aboriginal Service Plan (ASP) is a funding mechanism that is in place through the Ministry of Advanced Education and Skills Training that provides (normally) \$400K per year. This funding is used to support our Elder positions, our Aboriginal Advisory positions and other priorities as they emerge. The plan's priorities are informed by the Aboriginal Education Council and three regional committees.

7.3 **Members' Terms of Office** – for information only.

7.4 Report from Academic Governance Council (AGC) (B. Harsell)

The AGC is comprised of Chairs and Vice Chairs of Education Councils at 14 colleges in BC who meet twice a year to discuss college-related issues. Six colleges were represented at this meeting.

Topics Discussed:

1. International enrollment; opportunities and challenges
2. K-12 curriculum process; NIC is far ahead of other colleges in its implementation
3. Curriculum processes and software; make up of committees
4. Continuing Education; how it reports to Education Council
5. Faculty term limits on Education Council

8.

Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9.

Next Meeting – November 9, 2018

10.

ADJOURNED AT 4:12pm