

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

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Jennifer Fallis-Starhunter, Faculty, Campbell River
Brad Harsell, Faculty, Campbell River
Kathleen Kuhnert, Administration
Brooke McIntosh, Support Staff, Campbell River
Debbie Price, Student, Comox Valley
Danita Schmidt, Faculty, Mount Waddington
Kelly Shopland, Administration
Nadine Simpson, Faculty, Comox Valley
Heather Thompson, Support Staff, Port Alberni (ITV)
Tony Yaklin, Faculty, Campbell River
John Bowman, President (Ex-Officio)
Kara Foreman, Recording Secretary (RS)

REGRETS: Terri Bateman, Faculty, Comox Valley
Nitesh Chaudhary, Student, Comox Valley
Kathleen Haggith, Administration
Kathy Heywood, Faculty, Comox Valley
Peter Hoefgen, Student, Comox Valley
Judith Marriott, Faculty, Comox Valley
Jan Meiers, Faculty, Comox Valley

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:32pm.

2. Adoption of Agenda

Moved by B. Harsell / Seconded by A. Carrel TO APPROVE THE AGENDA FOR NOVEMBER 9, 2018.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by D. Price / Seconded by T. Bellavia TO ADOPT THE MINUTES OF THE MEETING OF OCTOBER 12, 2018.

Adopted as presented.

MOTION CARRIED.

4. Business Arising

4.1 Plan 20-25 Process Outline Draft (J. Bowman)

Highlights:

- Currently in the planning for planning phase
- Forming committee of volunteers; encourage participation, questions and feedback
- Development is shared responsibility between EdCo and Board of Governors (BOG) and would like a strong connection between the committee and EdCo
- Goal is to have 1st committee meeting in early December and get BOG approval for plan process in January

4.2 Grade Scheme Review – Draft Report (K. Kuhnert)

- Thanks to Brent McIntosh for creating the report and conducting internal and external consultations
- Senior Education Team (SET) has approved moving forward on the report's nine recommendations

- *Main issue:* NIC grade scheme is out of sync with other institutions and causing transfer problems for students, especially in competitive programs
- Our grade scheme was last updated in 2004 to align with UVic and VIU but is no longer aligned

Recommendations:

- Review current VIU grade scales
- Remove percentages from NIC transcripts
- Update our current processes so less cumbersome
- Begin process in 2019 for implementation in Fall 2020

Asking for EdCo's support to move to implementation of phase two by June 2019

MOVED by K. Kuhnert / Seconded by D. Schmidt TO ADOPT THE REPORT AND MOVE TO VIU'S GRADE SCHEME.

Discussion:

Process will include going through each program and details will come to EdCo for final approval

MOTION CARRIED.

4.3 (Preliminary) Research Findings on Using Sliding Scales (K. Kuhnert)

- No problems with transferability of English courses
- *UBC's approach (per Peter Arthur)*
 - Recommends a focus on learning outcomes, not on grade scales
 - Course outlines must define specifics, but not necessary on Authorized Course Descriptions
 - Should allow flexibility for individual pedagogical approaches while ensuring learning outcomes are met

Discussion:

- Concern was expressed about the impact on student's choices as they don't get course outlines until the 1st day of class. Some institutions post course outlines early but we're not there yet. This is something to work toward.
- It's important for faculty to have flexibility and it should be up to individual departments to determine when using a sliding scale is appropriate. EdCo will still need to look at individual submissions as there are no specifics in policy yet.
- It's not necessary to have policy on ranges if meeting other policy requirements; i.e. No assignment worth more than 40%, and evaluations not less than 20% provided before the course drop date.

4.4 Postponed curriculum items from 12 October 2018

(Requested revisions and Item #s are listed on 12 October Curriculum minutes.)

4.4.1 Course Revision – GEO 111 Environment, Society and Sustainability

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None.

MOTION CARRIED/1 OPPOSED.

4.4.2 ITEMS 4.4.2 & 4.4.3 were taken together

New Program – Culinary Business Operations Advanced Diploma and

New Course – PCA 313 Cooperative Education Work Term

Moved by T. Bellavia / Seconded by N. Simpson TO APPROVE THE NEW PROGRAM AND THE NEW COURSE.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: PCA 313

Once curriculum is approved and delivered once, course will go for articulation for coop designation. Hours have to meet the criteria.

MOTION CARRIED/2 OPPOSED.

4.4.4 Course Revision – CHE 051 College Preparatory Chemistry I

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Department decided on a single grade scheme.

MOTION CARRIED.

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report; there were no questions

5.2 Planning and Standards Committee

Minutes of 19 Oct 2018

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE REVISION TO POLICY 3-07 NEW PROGRAM APPROVAL, EFFECTIVE IMMEDIATELY.

Discussion:

None.

MOTION CARRIED.

5.3 Fast Track Committee - No meeting

5.4 Curriculum Committee

Minutes of 26 Oct 2018

5.4.1 Program Revision – Automotive Service Technician Harmonized Certificate

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Clarification of admission requirements. It was noted that faculty were not consulted about these changes.

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED.

5.4.2 Program Revision – Aircraft Structures Technician (AME-S)

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM REVISION AS PRESENTED.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

MOTION DEFEATED

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AS AMENDED.

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED.

5.4.3 Program Revision – Carpentry Foundation Harmonized Certificate

Moved by K. Haggith / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION AS PRESENTED.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

MOTION DEFEATED

Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE PROGRAM REVISION AS AMENDED.

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED.

5.4.4 Program Revision – Heavy Mechanical Foundation

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AS PRESENTED.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

MOTION DEFEATED

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE PROGRAM REVISION AS AMENDED.

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED.

5.4.5 Program Revision – Joinery/Cabinetmaking Foundation

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AS PRESENTED.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

MOTION DEFEATED

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

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED/ OPPOSITION 2.

5.4.6 Program Revision – Welder Foundation Harmonized Certificate

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AS PRESENTED.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

MOTION DEFEATED

Moved by B. Harsell / Seconded by B. McIntosh TO APPROVE THE PROGRAM REVISION AS AMENDED.

Recommended Revisions: (RS)

Admission Requirements

- Remove MAT 055

MOTION CARRIED/OPPOSITION 2.

5.4.7 Items 5.4.7 & 5.4.8 were taken together

& 5.4.8 Course Revisions – FIN 100 Introduction to Art History and Visual Culture I and FIN 101 Introduction to Art History and Visual Culture II

Moved by K. Haggith / Seconded by D. Price TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.9** **Items 5.4.9 & 5.4.10 were taken together**
& **Course Revisions** – FIN 110 Drawing & 2Dimensional Language I and
5.4.10 FIN 111 Drawing & 2Dimensional Language II

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.11** **Course Revision** – FIN 115 Introduction to Printmaking

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.12** **Items 5.4.12 & 5.4.13 were taken together**
& **Course Revisions** – FIN 130 Foundation Studio in 3-D Materials and Design and
5.4.13 FIN 131 Foundation Studio in 3-D Objects and Space

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.14** **Course Revision** – FIN 135 Introduction to Ceramics

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.15** **Course Revision** – FIN 140 Creative Processes

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.16** **Course Revision** – FIN 145 Introduction to Photography

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.17** **Items 5.4.17 & 5.4.18 were taken together**
& **Course Revisions** – FIN 200 Video & Sound 1 and

5.4.18 FIN 201 Video & Sound 2

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions: (RS)

Prerequisites

Remove “or equivalent”

MOTION CARRIED.

- 5.4.19** **Items 5.4.19 & 5.4.20 were taken together**
& **Course Revisions** – FIN 210 Drawing & 2Dimensional Language III and
5.4.20 FIN 211 Drawing & 2Dimensional Language IV

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.21** **Items 5.4.21 & 5.4.22 were taken together**
& **Course Revisions** – FIN 215 Intaglio Printmaking and
5.4.22 FIN 217 Serigraph Printmaking

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.23** **Items 5.4.23 & 5.4.24 were taken together**
& **Course Revisions** – FIN 230 Sculpture and Integrated Art Practices I and
5.4.24 FIN 231 Sculpture and Integrated Art Practices II

Moved by K. Haggith / Seconded by J. Fallis Starhunter TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.25** **Items 5.4.25 & 5.4.26 were taken together**
& **Course Revisions** – FIN 235 3-Dimensional Applications (Ceramics I) and
5.4.26 FIN 236 3-Dimensional Applications (Ceramics II)

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.27** **Course Revision** – FIN 245 Photography II

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.28 Course Revision – FIN 250 Modern Art History

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.29 Items 5.4.29 - 5.4.35 were taken together

- Course Revisions – FIN 291 Directed Independent Study: Ceramics,

**5.4.35 FIN 292 Directed Independent Study: Drawing,
FIN 293 Directed Independent Study: Painting,
FIN 294 Directed Independent Study: Printmaking,
FIN 296 Directed Independent Study: Photography,
FIN 297 Directed Independent Study: Sculpture and
FIN 298 Directed Independent Study: Mixed Media**

Moved by K. Haggith / Seconded by N. Simpson TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

BREAK

5.4.36 Program Revision – Interactive Media Communication Design Diploma

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

EFFECTIVE/START DATE: FA 2019

Discussion:

CC advised EdCo that Marketing is changing program names from what is on credential creating confusion when revisions are made on calendar pages. Also noted that Marketing is listing program length as 1 year when it is actually 8 months. CC recommends EdCo discussion regarding Marketing's processes related to EdCo approvals.

Recommended Revisions: (RS)

Program Requirements

- ENG 122 OR 127 on same line (confirmed w dept.)
- Add "or ENG 166"

MOTION CARRIED.

5.4.37 Program Revision – Interactive Media Advanced Communication and Interactive Design Diploma

Moved by K. Haggith / Seconded by D. Price TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Program Requirements

- ENG 122 OR 127 on same line (confirmed w dept.)
- Add "or ENG 166"

MOTION CARRIED.

5.4.38 Program Revision – Interactive Media Web and Mobile Application Development Diploma

Moved by K. Haggith / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Program Requirements

- ENG 122 OR 127 on same line (confirmed w dept.)
- Add “or ENG 166”

MOTION CARRIED.

5.4.39 Course Revision – IMG 100 Introduction to PHP

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

**5.4.40 & 5.4.41 Items 5.4.40 & 5.4.41 were taken together
& Course Revision – IMG 102 Computer Graphics 1 and
5.4.41 IMG 103 Computer Graphics 2**

Moved by K. Haggith / Seconded by D. Price TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.42 Course Revision – IMG 105 Communication Design I

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.43 Course Revision – IMG 110 HTML and CSS

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.44 Course Revision – IMG 111 Introduction to JavaScript

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.45 Course Revision – IMG 112 Typography

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.46 Course Revision – IMG 130 Project Management

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Course code change will require program revision and changes to related prerequisites.

MOTION CARRIED.

5.4.47 Course Revision – IMG 204 Introduction to Programming in Swift

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.48 Course Revision – IMG 208 Communication Design II

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.49 Course Revision – IMG 209 User Experience and Interface Design

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.50 Course Revision – IMG 210 Content Management Systems

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.51 Course Revision – IMG 212 Advanced CSS

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.52 Course Revision – IMG 214 iOS Application Development

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.53 Course Revision – IMG 215 Android Application Development

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Student Evaluation

- Add 's' to assessments

MOTION CARRIED.

5.4.54 Course Revision – IMG 220 Introduction to Social Media

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.55 Course Revision – IMG 240 Emerging Technologies

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.56 Course Revision – IMG 250 Applied JavaScript

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.57 Course Revision – IMG 290 Portfolio Project 1

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.58 Course Revision – IMG 390 Portfolio Project 2

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Concern expressed about managing prerequisite. Self-directed course so will require instructor permission. Not time-tabled so Student Service won't be managing it.

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

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

Highlights:

- Port Alberni and region campus plan is under development. The first campus forum was held highlighting Lynne MacFadgen and Felicity Blaiklock. 45 people attended and provided in-depth feedback which will be collated into a first draft of the plan. The goal is to have a complete plan in the new year.

7.2 (Verbal) Report from Aboriginal Education (*K. Shopland*)

Highlights:

- K. Shopland (Director of Aboriginal Education) met with regional committees to identify priorities for the Aboriginal Service Plan. She expects to have a proposal ready in February.
- Faculty-led Truth and Reconciliation talks were held at Comox Valley campus and are planned for Campbell River and Port Alberni campuses. This is an opportunity for open and honest dialogue regarding Truth and Reconciliation calls to action. They are not presentations or workshops, but a space for faculty and staff to come together and share thoughts, with an action-oriented goal of what can be done personally, in courses and programs, as an institution, and as a community. The hope is to have different volunteer facilitators at each session. The next session in Courtenay is on Nov 22nd in the Stan Hagen Theatre with Kelly facilitating.

7.3 Election Rules and Regulations (*K. Kuhnert*)

Highlights:

- The election rules and regulations have been updated with EdCo's proposed changes regarding electing ex-officio chairs for its standing committees. Per the Act, the regulations are set out by the Registrar in consultation with the President, the BOG chair, and NICFA and CUPE representatives who all provided full support of the changes.
- As noted in Bylaws, Article 3-5:
The chair Curriculum and chair Planning & Standards will be elected by faculty at an annual election. In the absence of an elected standing committee chair, education council may appoint one of its members to the role until such time as an elected chair can take over. The chair of each standing committee will hold this office for two years.
- The Registrar's office will no longer announce election result counts as this creates a barrier for nominations. Going forward the office will keep records of the counts but will only announce the winners.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

ACTION ITEM:

- Recommend adding discussion regarding program naming consistency between credentials and marketing to the **January business meeting**.

9. Next Meeting – December 14, 2018

10. ADJOURNED AT 3:33pm