

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

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Jennifer Fallis-Starhunter, Faculty, Campbell River
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
Kathy Heywood, Faculty, Comox Valley
Peter Hoefgen, Student, 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
Kelly Shopland, Administration
Heather Thompson, Support Staff, Port Alberni (ITV)
Barry Minaker, BOG Representative
Kara Foreman, Recording Secretary (RS)

REGRETS: Nitesh Chaudhary, Student, Comox Valley
Nadine Simpson, Faculty, Comox Valley
Tony Yaklin, Faculty, Campbell River
John Bowman, President (Ex-Officio)

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:31pm.

2. Adoption of Agenda

Moved by B. Harsell / Seconded by D. Schmidt TO APPROVE THE AGENDA FOR DECEMBER 14, 2018.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by P. Hoefgen / Seconded by D. Price TO ADOPT THE MINUTES OF THE MEETING OF NOVEMBER 9, 2018.

Amendments:

Clarification to Item 7.3 regarding appointment of non-faculty EdCo members to chair standing committees if no faculty are elected.

MOTION CARRIED.

4. Business Arising – None

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report: He

- noted that he would be acting as interim Planning & Standards Committee chair until a new chair is elected.
- acknowledged outgoing standing committee chairs and recording secretary for their support in his 3 years as EdCo chair.
- recommended others consider taking on the role of EdCo chair

Council members expressed their appreciation of all of his work during his tenure as chair.

5.2 Planning and Standards Committee

Minutes of 16 November 2018

K. Kuhnert stated that the final draft of Policy 3-11 Program Review has been posted for community feedback. The committee will review that feedback in the new year, and are also continuing to work on a number of other policies currently under development.

5.3 *Fast Track Committee*

Minutes of November 2018

5.3.1 **New Course – ESL 062 Advanced Reading & Writing**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Clarifying questions (noted below). Concern was expressed about the large number of learning outcomes. The department confirmed that this is the format used by ESL courses throughout the province. These are internal courses designed to support international students and will not be articulated.

Recommended Revisions: (RS)

Confirm SRO will fix numbering formatting

Learning Outcomes

- Writing h); clarify; does this include citations?

MOTION CARRIED. 1 OPPOSED.

5.3.2 **New Course – ESL 065 Advanced Listening & Speaking**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Learning Outcomes

- Academic Skills b); clarify “a listening”

MOTION CARRIED.

5.3.3 **Items 5.3.3 & 5.3.4 were taken together**

& 5.3.4 **New Course – ESL 092 College/University Prep Reading & Writing and**

New Course – ESL 095 College/University Prep Listening & Speaking

Moved by K. Haggith / Seconded by B. McIntosh TO APPROVE THE NEW COURSES.

EFFECTIVE/START DATE: FA 2019

Discussion:

Both of these courses will articulate to ENG 115 after discussion with the English department regarding grade required. Then through omnibus process, each department will determine acceptance of these courses.

Recommended Revisions: (RS)

ESL 092

Learning Outcomes

- Minor spelling corrections

ESL 095 – no changes

MOTION CARRIED.

5.4 *Curriculum Committee*

Minutes of 23 November 2018

5.4.1 **Program Revision – Professional Potter Advanced Diploma**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.2 & 5.4.3 Items 5.4.2 & 5.4.3 were taken together**
Course Revision – FIN 120 Painting: Colour & Perception
Course Revision – FIN 121 Painting: Methods & Concepts

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None.

MOTION CARRIED.

- 5.4.4 & 5.4.5 Items 5.4.4 & 5.4.5 were taken together**
Course Revision – FIN 220 Painting Applications I and
Course Revision – FIN 221 Painting Applications II

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

EFFECTIVE/START DATE: FA 2019

Discussion:

FIN 221: *Learning Outcomes #5*; ask department if is this is appropriate for advanced students?

MOTION CARRIED.

- 5.4.6& 5.4.7& 5.4.8 Items 5.4.6, 5.4.7 & 5.4.8 were taken together**
Course Revision – FIN 330 Throwing for Production, Design & Practice I,
Course Revision – FIN 331 Throwing for Production, Design & Practice II and
Course Revision – FIN 332 Throwing for Production, Design & Practice III

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None.

MOTION CARRIED.

- 5.4.9& 5.4.10 & 5.4.11 Items 5.4.9, 5.4.10 & 5.4.11 were taken together**
Course Revision – FIN 335 Clay Technology I,
Course Revision – FIN 336 Clay Technology II and
Course Revision – FIN 337 Clay Technology III

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

EFFECTIVE/START DATE: FA 2019

Discussion:

FIN 336: *Content*; ask dept if bullets 2 & 3 are learning outcomes

MOTION CARRIED.

- 5.4.12 & 5.4.13 & 5.4.14 Items 5.4.12, 5.4.13 & 5.4.14 were taken together**
Course Revision – FIN 340 Surface Enrichment I,
Course Revision – FIN 341 Surface Enrichment II and
Course Revision – FIN 342 Surface Enrichment III

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.15 **Items 5.4.15, 5.4.16 & 5.4.17 were taken together**
& Course Revision – FIN 345 Kilns and Firing Technology I,
5.4.16 Course Revision – FIN 346 Kilns and Firing Technology II and
&
5.4.17 Course Revision – FIN 347 Kilns and Firing Technology III

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted

Recommended Revisions: (RS)

FIN 346: *Content*; Change “vapor” to Canadian spelling

MOTION CARRIED.

- 5.4.18 Course Revision – FIN 350 Mold Making

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.19 **Items 5.4.19 & 5.4.20 were taken together**
& Course Revision – FIN 355 Hand-building for Production I and
5.4.20 Course Revision – FIN 356 Hand-building for Production II

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted

Recommended Revisions: (RS)

FIN 355: *Content*; make “hand-building” (with hyphen) consistent

MOTION CARRIED.

- 5.4.21 Course Revision – FIN 360 Documentation and Digital Media

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.22 Course Revision – FIN 362 Business Practices for the Potter

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Instructor Qualifications: What is equivalent to BBA Accounting? Ask dept to clarify minimum requirements

MOTION CARRIED.

5.4.23 Course Revision – FIN 363 Marketing for the Potter

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Same note on Instructor Qualifications as FIN 362

Learning Outcomes: ask dept to consider whether “Demonstrate” is appropriate verb for advanced diploma.

MOTION CARRIED.

**5.4.24 & 5.4.25 & 5.4.26 Items 5.4.24, 5.4.25 and 5.4.26 were taken together
Course Revision – FIN 366 Glaze Sciences I,
Course Revision – FIN 367 Glaze Sciences II and
Course Revision – FIN 368 Glaze Sciences III**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions: (RS)

FIN 368: *Description;* Remove “on”

MOTION CARRIED.

5.4.27 Course Revision – LIB 160 Culture, Communication and Global Citizenship

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below.

Recommended Revisions: (RS)

Learning Outcomes: fix numbering

MOTION CARRIED.

5.4.28 Course Revision – SOC 110 Introduction to Sociology I

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

EFFECTIVE/START DATE: FA 2019

Discussion:

On size of ranges of percentage and impact when students don’t get course outline until 1st day of class. Suggestion is to remove percentages altogether on ACDs and only provide policy note. Noted that students don’t use ACDs to shop for courses as they are not publicly available.

Recommended Revisions: (RS)

Course Content: get clarification on beginning of numbered list

MOTION CARRIED.

ACTION Item: Add discussion of removing percentages on ACDs to 2019 EdCo meeting.

5.4.29 Course Revision – LHA 100 Landscape Horticulture Apprenticeship – Level I Enriched

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Concern was expressed regarding whether learning outcomes could be achieved in the time allotted and whether instructor qualifications were adequate. It was recommended that the Council member bring these concerns to the dean for clarification. RS will provide contact information.

Recommended Revisions: (RS)

Student Evaluation: Add 's' to assessment

MOTION CARRIED.

5.4.30 Program Revision – Practical Nursing Diploma

Moved by J. Fallis Starhunter / Seconded by B. Harsell TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

All content is externally mandated. Making changes to the content creates problems at annual reviews.

Recommended Revisions: (RS)

Admission Requirements

- Remove NIC ENG 060

MOTION CARRIED.

Items 5.4.31 – 5.4.36 were taken together

- 5.4.31 Course Revision – PNS 111 Professional Practice I
- 5.4.32 Course Revision – PNS 112 Health Promotion I
- 5.4.33 Course Revision – PNS 113 Variations in Health I
- 5.4.34 Course Revision – PNS 114 Professional Communications I
- 5.4.35 Course Revision – PNS 115 Pharmacology I
- 5.4.36 Course Revision – PNS 116 Integrated Nursing Project I

Moved by J. Fallis Starhunter / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.37 Course Revision – PNS 117 Consolidated Practice Experience I

Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

Items 5.4.38 – 5.4.43 were taken together

- 5.4.38 Course Revision – PNS 121 Professional Practice II
- 5.4.39 Course Revision – PNS 122 Health Promotion II
- 5.4.40 Course Revision – PNS 123 Variations in Health II
- 5.4.41 Course Revision – PNS 124 Professional Communications II
- 5.4.42 Course Revision – PNS 125 Pharmacology II
- 5.4.43 Course Revision – PNS 126 Integrated Nursing Practice II

Moved by J. Fallis Starhunter / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions: (RS)

Transfer Status

- Ensure consistent capitalization (all ACDs)

MOTION CARRIED.

5.4.44 Course Revision – PNS 127 Consolidated Practice Experience II

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

Items 5.4.45 – 5.4.49 were taken together

5.4.45 Course Revision – PNS 231 Professional Practice III

5.4.46 Course Revision – PNS 232 Health Promotion III

5.4.47 Course Revision – PNS 233 Variations in Health III

5.4.48 Course Revision – PNS 234 Professional Communication III

5.4.49 Course Revision – PNS 236 Integrated Nursing Practice III

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions: (RS)

PNS 233

Course Content

- Fix 3rd bullet formatting (no bracket)

PNS 236

Course Content

- 6th bullet; should be PICC

Student Evaluation

- Add “s” to exam

MOTION CARRIED.

5.4.50 Course Revision – PNS 237 Consolidated Practice Experience III

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Description

- Remove capital “I” on verb “integrated”

MOTION CARRIED.

Items 5.4.51 – 5.4.55 were taken together

5.4.51 Course Revision – PNS 241 Professional Practice IV

5.4.52 Course Revision – PNS 242 Health Promotion IV

5.4.53 Course Revision – PNS 243 Variations in Health IV

5.4.54 Course Revision – PNS 244 Professional Communications IV

5.4.55 Course Revision – PNS 246 Integrated Nursing Practice IV

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

PNS 243

Course Content

- Fix 3rd bullet formatting (no bracket)

MOTION CARRIED.

5.4.56 Course Revision – PNS 247 Consolidated Practice Experience IV

Moved by J. Fallis Starhunter / Seconded by B. Harsell TO APPROVE THE COURSE REVISION.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

Items 5.4.57 – 5.4.58 were taken together

5.4.57 Course Revision – PNS 248 Transition to Final Practice Experience

5.4.58 Course Revision – PNS 249 Final Practice Experience

Moved by J. Fallis Starhunter / Seconded by B. Harsell TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

Items 5.4.59, 5.4.60, 5.4.67, 5.4.68 and 5.4.69 were taken together

5.4.59 Program Revision – Global Tourism Hospitality Management Advanced Certificate

5.4.60 Program Revision – Global Tourism Hospitality Management Advanced Diploma

5.4.67 Program Revision – Business Administration Post Degree Diploma

5.4.68 Program Revision – Business Administration Post Degree Diploma – Global Business Management

5.4.69 Program Revision – Business Administration Post Degree Diploma – Pre-Professional Accountant

Moved by K. Haggith / Seconded by J. Marriott TO APPROVE THE PROGRAM REVISIONS.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Admission Requirements

Proposed changes to process used to evaluate applications.

Recommended Revisions:

Admission Requirements

- Proponent provided a rewording (applies to 5.4.59, 5.4.60, 5.4.67, 5.4.68 and 5.4.69)

MOTION CARRIED.

5.4.61 Program Revision – Hospitality Distance Learning

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

5.4.62 New Course – THD 111 Introduction to Hospitality Financial Accounting

Moved by K. Haggith / Seconded by P. Hoefgen TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2019

Discussion:

Re: Reference to mature students in prerequisites

It was agreed that this information should be in the marketing material. It's currently in policy but if that changes, it shouldn't be listed on the ACDs.

Recommended Revisions:

Prerequisites (applies to 5.4.62. – 5.4.66 inclusive)

- Remove language re “Mature students...”

MOTION CARRIED.

5.4.63 New Course – THD 121 Introduction to Hospitality and Tourism

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Prerequisites as noted in 5.4.62

MOTION CARRIED.

5.4.64 New Course – THD 171 Front Office Management

Moved by K. Haggith / Seconded by H. Thompson TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Prerequisites as noted in 5.4.62

MOTION CARRIED.

5.4.65 New Course – THD 200 Introduction to Hospitality Management

Moved by K. Haggith / Seconded by H. Thompson TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Prerequisites as noted in 5.4.62

MOTION CARRIED.

5.4.66 New Course – THD 281 Hospitality Managerial Accounting

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions:

Prerequisites as noted in 5.4.62

MOTION CARRIED.

5.4.70 Course Revision – (Omnibus) ABE course list

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None

MOTION CARRIED.

- 5.4.71 Course Revision – ENG 052 Advanced English**
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE COURSE REVISIONS.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- 5.4.72 Course Revision – MAT 053 Advanced Mathematics**
Moved by K. Haggith / Seconded by J. Fallis Starhunter TO APPROVE THE COURSE REVISION.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- 5.4.73 Program Revision – Engineering Foundations Certificate**
Moved by K. Haggith / Seconded by J. Meiers TO APPROVE THE PROGRAM REVISION.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- Items 5.4.74 & 5.4.75 were taken together**
- 5.4.74 New Course – ENR 100 Introduction to Engineering I**
5.4.75 New Course – ENR 101 Introduction to Engineering II
Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- 5.4.76 Course Revision – PHY 050 College Preparatory Physics I**
Moved by K. Haggith / Seconded by T. Bateman TO APPROVE THE COURSE REVISION.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- 5.4.77 New Course – PHY 215 Introductory Quantum Physics**
Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE NEW COURSE.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.
- 5.4.78 New Course – PHY 216 Introductory Electricity and Magnetism**
Moved by K. Haggith / Seconded by K. Heywood TO APPROVE THE NEW COURSE.
EFFECTIVE/START DATE: FA 2019
Discussion:
None
MOTION CARRIED.

5.4.79 Course Revision – ENG 216 Travel Writing

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

EFFECTIVE/START DATE: FA 2019

Discussion:

As noted below

Recommended Revisions: (RS)

Format

- Confirm 45 hours/lecture

Course Content

- Fix typo in final paragraph (“or”)

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

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

Highlights:

- Status update on MYPP planning process. Thanks to faculty and department chairs for all their work.

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

Highlights:

- Indigenous language courses being offered at CR and CV campuses in direct response to community requests. Scheduled for January start.
- Exploring feasibility of developing an Indigenous language proficiency certificate. Initial research will begin in January.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

Thanks expressed to outgoing chairs, D. Lightfoot, K. Haggith, and K. Kuhnert.

Acknowledgement expressed to developers of curriculum for all the work they have done.

9. Next Meeting – January 11, 2019 (Business Meeting – Campbell River Campus)

10. ADJOURNED AT 3:33pm