

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL (EdCo)
HELD AT THE COMOX VALLEY CAMPUS ON FRIDAY, FEBRUARY 8, 2019**

APPROVED

PRESENT: Brad Harsell, Faculty, Campbell River, (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Jennifer Fallis-Starhunter, Faculty, Campbell River, (Chair, Curriculum Committee)
Kathleen Haggith, Administration
Kathy Heywood, Faculty, Comox Valley, (Vice Chair)
Safvan Kunjan Nilath Sulaiman, Student, Campbell River
Dennis Lightfoot, Faculty, Comox Valley, (Chair, Planning & Standards Committee)
Brooke McIntosh, Support Staff, Campbell River
Jan Meiers, Faculty, Comox Valley
Kelly Shopland, Administration
Nadine Simpson, Faculty, Comox Valley
Heather Thompson, Support Staff, Port Alberni (ITV)
Tony Yaklin, Faculty, Campbell River
Barry Minaker, BOG Representative
Kara Foreman, Recording Secretary (RS)

REGRETS: Alix Carrel, Faculty, Comox Valley
Nitesh Chaudhary, Student, Comox Valley
Peter Hoefgen, Student, Comox Valley
Kathleen Kuhnert, Administration
Judith Marriott, Faculty, Comox Valley
Debbie Price, Student, Comox Valley
Danita Schmidt, Faculty, Mount Waddington
John Bowman, President (Ex-Officio)

1. Declaration of Quorum

B. Harsell declared quorum at 12:30pm.

Welcome to new student member, Safvan Kunjan Nilath Sulaiman and round of introductions.

2. Adoption of Agenda

Moved by D. Lightfoot / Seconded by J. Fallis Starhunter TO APPROVE THE AGENDA FOR FEBRUARY 8, 2019.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by B. McIntosh / Seconded by J. Meier TO ADOPT THE MINUTES OF THE MEETINGS OF DECEMBER 14, 2018 AND JANUARY 11, 2019.

Approved as presented.

MOTION CARRIED.

4. Business Arising – None

5. Committee Reports

5.1 Education Council Chair Update/Information

B. Harsell reviewed his report. There were no questions.

5.2 Planning and Standards Committee (P&S)

Minutes of 18 January 2019

D. Lightfoot stated that the committee reviewed two policies 3-32 Collection Development and 4-17 Admissions. Both of these are out for community feedback.

Two other policies are in process; 3-11 Program Review and 3-XX Academic Standing & Progression. These will be reviewed at the next P&S meeting on Feb 15th.

5.3 Curriculum Committee

J. Fallis Starhunter noted that the February Curriculum Committee meeting has been canceled due to a lack of submissions, so there will be no curriculum submissions for the March EdCo meeting.

Minutes of 25 January 2019

5.3.1 Course Revision – ENG 098 Essay Writing and Critical Reading

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

EFFECTIVE/START DATE: FA 2019

Discussion:

It was noted that learning outcomes are mandated by the ABE articulation group.

Recommended Revisions:

- It was assumed that SRO will remove, “or Distance (D)” from Format on Authorized Course Description (ACD).

MOTION CARRIED.

5.3.2 Program Revision – Electrician Apprenticeship Harmonized

Moved by J. Fallis Starhunter / Seconded by K. Heywood TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: SP 2019

Discussion:

None

MOTION CARRIED.

5.3.3 *Items 5.3.3 & 5.3.5 were taken together*

5.3.4 & 5.3.5 New Course – ELH 300 Electrician Apprenticeship Common Core Level 3 Harmonized

New Course – ELH 400 Electrician Apprenticeship Common Core Level 4 Harmonized

Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE NEW COURSES.

EFFECTIVE/START DATE: SP 2019

Discussion:

None

MOTION CARRIED.

5.3.4 New Course – ELH 301 Electrician Apprenticeship Harmonized Gap Training B

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None

MOTION CARRIED.

5.3.6 New Program – Shellfish Aquaculture Technician Program

Moved by J. Fallis Starhunter / Seconded by K. Haggith TO APPROVE THE NEW PROGRAM.

EFFECTIVE/START DATE: SP 2019

Discussion:

- Regarding credit values; there is no provincial standard for Trades credits and currently nothing in NIC policy with regard to credits. The credit values in this program are consistent with the Aquaculture Technician Certificate program.

- Concern expressed about cost to students of external certifications listed as co-requisites which are not funded by student loans. Question; are these appropriately listed as co-requisites.
- Regarding whether the department's revised math requirements were consistent. It was agreed the chair would confirm with the department before revisions were made and submitted to Student Records (SRO).
 - (a) Are they the right level?
 - (b) Should the grade 11 courses be included?

Recommended Revisions: (RS) *(after confirmation with the department)*

Admission Requirements

- Add revised

MOTION CARRIED. 2 OPPOSED. 1 ABSTENTION.

5.3.7 *Items 5.3.7 – 5.3.11 were taken together*

– New Course – SFQ 100 Shellfish Aquaculture Business Development

5.3.11 New Course – SFQ 101 Shellfish Diseases and Biosecurity

New Course – SFQ 102 Shellfish Post-Harvest Processing and Marketing

New Course – SFQ 103 Innovations in Shellfish Aquaculture Production

New Course – SFQ 104 Shellfish Aquaculture Health and Safety

Moved by J. Fallis Starhunter / Seconded by D. Lightfoot TO APPROVE THE NEW COURSES WITH THE REVISED PREREQUISITES.

EFFECTIVE/START DATE: SP 2019

Discussion:

None

Recommended Revisions: (RS) *(after confirmation with the department)*

Prerequisites (on all courses except SFQ 106 and 107)

- Add revised

MOTION CARRIED.

5.3.12 New Course – SFQ 105 Strategies for Success in Shellfish Aquaculture

Moved by J. Fallis Starhunter / Seconded by J. Meiers TO APPROVE THE NEW COURSE WITH THE REVISED PREREQUISITES.

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

Recommended Revisions: (RS) *(after confirmation with the department)*

Prerequisites

- Add revised

MOTION CARRIED.

5.3.13 New Course – SFQ 106 Shellfish Aquaculture Field School

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None

MOTION CARRIED.

5.4.14 New Course – SFQ 107 Shellfish Aquaculture Practicum

Moved by J. Fallis Starhunter / Seconded by D. Lightfoot TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: SP 2019

Discussion:

None

MOTION CARRIED.

6. **New Business**

6.1 Consistent formatting of Authorized Course Descriptions (ACDs)

The chair requested permission from Council to have discussions with the various stakeholders about the possibility of creating a style guide to standardize formatting on all ACDs. Historically, there has been no consistency when advising faculty what is required on submissions for approval. It was noted that a style guide would also facilitate the population of information into the curriculum software if/when it is implemented.

It was agreed that the chair will bring his findings back to Council for consideration of any changes moving forward.

Moved by D. Lightfoot / Seconded by T. Bellavia TO AUTHORIZE THE CHAIR TO INVESTIGATE THE CREATION OF A STYLE GUIDE.

MOTION CARRIED.

7. **Correspondence/Information**

7.1 (Verbal) Report from Senior Education Team (SET) (*T. Bellavia, AVP Access & Regions*)

Highlights:

- Update on hiring new director of Teaching & Learning & Innovation
This is still in progress and will hopefully be completed by the end of this academic year.
- Support for the development of the new college plan 2020-2025 which includes a critical insight analysis (CIA) of the current nine strategic priorities. SET is responsible for five of these.
- Progression policy will be reviewed by the P&S Committee on Feb 15th and will proceed through the usual process before coming to EdCo for final approval.
- Multi-Year Program Plan (MYPP) is NIC's educational plan led by the EVP, Academic's office. Decanal-area departments establish priorities regarding funding of programs and submit to the dean's office. SET will review and adjudicate those priorities on Feb 12th. Outcomes will be communicated to the college community following that meeting. Appreciation was expressed to faculty and deans/directors for all their work on this.

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

Highlights:

- Aboriginal Service Plan (ASP)
ASP dollars are the primary funding source for Aboriginal Education which includes funding for elders, advisors and specific programming. The director works directly with regional committees from Northern, West Coast and Central regions. These committees are made up of representatives from the First Nations communities, Aboriginal organizations, school districts and the Indigenous Adult & Higher Learning Association (IAHLA) schools. They identify the needs for each region and the director creates the proposal which is approved through the Aboriginal Education Council and then submitted to the Ministry. Although it is a three year plan, it is funded on a one year basis and plans must be submitted annually.
This process has recently been reviewed and potential changes are forthcoming. A submission will not be required this year. Last year's plan will be carried over but this will not impact current activities.
- NIC's Port Hardy campus has been honoured with Kwak'waka name by the three bands in that region. This is in an effort toward reconciliation and indigenization. Elders and community members came together to discuss what NIC means to the region. The new name is Mix'alakwgila (meexalakwageela) which means "Maker of the Dream" or "Maker of what has been dreamt about." The hope is to have the new name formalized in April. (*An audio file of the pronunciation is available to EdCo members on the EdCo team site.*)

7.3 The chair acknowledged the appointment of Allison Byrne from Campbell River campus to the Research & Ethics Board.

Addition:

The two newly elected chairs of the standing committees were acknowledged:

- Jennifer Fallis Starhunter for Curriculum Committee
- Judith Marriott for Planning & Standards Committee

Terms of office will be September 2019 to August 2021

8. **Meeting Evaluation – Roundtable Discussion**
It was generally agreed that it was a good meeting.

9. **Next Meeting – March 8, 2019 TBC**

10. **ADJOURNED AT 2:02pm**