

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, APRIL 5, 2019**

APPROVED

PRESENT: Brad Harsell, Faculty, Campbell River (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Nitesh Chaudhary, Student, Comox Valley
Jennifer Fallis-Starhunter, Faculty, Campbell River
Kathleen Haggith, Administration
Kathy Heywood, Faculty, Comox Valley, (Vice Chair)
Kathleen Kuhnert, Administration
Safvan Kunjan Nilath Sulaiman, Student, Campbell River
Dennis Lightfoot, Faculty, Comox Valley
Judith Marriott, Faculty, Comox Valley
Jan Meiers, Faculty, Comox Valley
Debbie Price, Student, Comox Valley
Nadine Simpson, Faculty, Comox Valley
Barry Minaker, BOG Representative
Jane Atherton, BOG Representative
Laurie Michaud, (GUEST)
Kara Foreman, Recording Secretary (RS)

REGRETS: Alix Carrel, Faculty, Comox Valley
Peter Hoefgen, Student, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Danita Schmidt, Faculty, Mount Waddington
Kelly Shopland, Administration
Heather Thompson, Support Staff, Port Alberni (ITV)
Tony Yaklin, Faculty, Campbell River
John Bowman, President (Ex-Officio)

1. Declaration of Quorum

B. Harsell declared quorum at 12:30pm.

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by D. Lightfoot TO APPROVE THE AGENDA FOR APRIL 5, 2019.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by D. Price / Seconded by K. Heywood TO ADOPT THE MINUTES OF THE MEETINGS OF FEBRUARY 8, 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 and added that he and J. Fallis Starhunter had a productive meeting with Student Records regarding streamlining curriculum processes.

5.2 Planning and Standards Committee

Meeting Minutes

- February 15, 2019
- March 8, 2019
- March 15, 2019

5.2.1 **Moved by D. Lightfoot / Seconded by T. Bellavia TO APPROVE POLICY 3-11 PROGRAM REVIEW EFFECTIVE IMMEDIATELY.**

Background:

- Last revised April 2002 – Total rewrite
- Purpose is to ensure adequate quality assurance in order to meet requirements of the College and Institute Act.
- Faculty-driven process and flexible for the wide range of programs at NIC

(Developers: Laurie Michaud and Diane Naugler)

Discussion:

None.

MOTION CARRIED.

5.2.2 **Moved by D. Lightfoot / Seconded by D. Price TO APPROVE POLICY 3-32 COLLECTION DEVELOPMENT EFFECTIVE IMMEDIATELY.**

Background:

- Last revised February 2012
- Revisions recognize the move to electronic resources while maintaining the integrity and value of print
- Sections have been consolidated and language has been updated to reflect current collection practices and principles
- With demise of Canadian Library Association (CLA) in 2016, the CLA statement on intellectual freedom has been replaced by the Canadian Federation of Library Associations' statement.

Discussion:

None.

MOTION CARRIED.

5.2.3 **Moved by D. Lightfoot / Seconded by K. Heywood TO APPROVE POLICY 4-09 REGISTRATION EFFECTIVE IMMEDIATELY.**

Background:

- Last updated June 2012
- Reviewed and updated to incorporate Policy 4-06 Student Audit and Policy 4-16 Mature Student Status. Both will be rescinded with approval of Policy 4-09 Registration

Discussion:

Recommended a final sweep for typos.

MOTION CARRIED.

5.2.4 **Moved by D. Lightfoot / Seconded by T. Bateman TO APPROVE POLICY 4-17 ADMISSION EFFECTIVE IMMEDIATELY.**

Background:

- Last updated February 2013
- Added scope and limitations
- Updated the language in Principles and Guidelines
- Added new Principle related to readmission as it relates to conduct or academic standing. (A new academic progression policy is under development and may come to the May EdCo meeting.)
- Added a Guideline that speaks to limited entry programs and readmission
- Procedures have been updated with regards to priority admission for persons who identify as Aboriginal
- Added a new process for program waivers that require department chair and dean's signatures

Discussion:

None.

MOTION CARRIED.

5.3 *Fast Track Committee*

Minutes February 22, 2019 (Fast Track approval February 28, 2019)

5.3.1 **Program Revision – Culinary Business Operations Advanced Diploma**

Moved by J. Fallis Starhunter / Seconded by T. Bellavia TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2019

Background:

This was Fast Track approved provided there was clarity on the actual length of the program. The committee made every effort to ensure that the program could be completed in the time stated.

Discussion:

- Note re ESL 092 and 095

Recommended Revisions: (RS)

Admission Requirements

- Change ESL to C+ (*if agenda items 5.4.7 & 5.4.8 are approved*)

MOTION CARRIED.

Discussion re program length:

- Ensuring actual length is clearly communicated to students.
- Clarifying EdCo's role:
 - EdCo responsible for the academic merits, rigor and hours associated with a program
 - Departments (faculty and deans) responsible for delivery format

5.3.2 **New Program – Coastal Forest Worker Certificate**

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

EFFECTIVE/START DATE: SP 2019

Discussion:

- Re how admission requirements are listed.
 - K. Kuhnert is meeting to discuss a style guide for admissions to condense the new K-12 curriculum, which she will bring to EdCo.
- Re clarifying measurability of learning outcomes with department.

Recommended Revisions: (RS)

Learning Outcomes

- #6 “greater”
- #7 “Recognize”

MOTION CARRIED.

5.3.3 **New Course – CFW 100 Introduction to Forest Management**

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

EFFECTIVE/START DATE: SP 2019

Discussion:

Fix spelling.

Recommended Revisions: (RS)

Learning Outcomes

- #14 “affects” instead of “effects”

MOTION CARRIED.

5.3.4 **New Course – CFW 101 Indigenous Lands and Culture**

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.5 New Course – CFW 102 Forest Health and Safety

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.6 New Course – CFW 103 Applied Technology & Data Management

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.7 New Course – CFW 104 Forest Ecology

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.8 New Course – CFW 105 Coastal Harvesting Systems

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

EFFECTIVE/START DATE: SP 2019

Discussion:

Confirm with department.

Recommended Revisions:

Learning Outcomes

- #7 “a” harvest plan?

MOTION CARRIED.

5.3.9 New Course – CFW 106 Introduction to Timber Cruising

Moved by J. Fallis Starhunter / Seconded by N. Chaudhary TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.10 New Course – CFW 107 Workplace Readiness Skills

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.11 New Course – CFW 108 Principles of Forest Engineering

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.3.12 New Course – CFW 109 Applied Worksite Skills - Practicum

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

EFFECTIVE/START DATE: SP 2019

Discussion:

None.

MOTION CARRIED.

5.4 Curriculum Committee

Minutes of 22 March 2019

Items 5.4.1, 5.4.2, 5.4.4, 5.4.5 & 5.4.6

- 5.4.1 Course Revision – ELC 105 Technical DC Circuit Analysis**
- 5.4.2 Course Revision – ELC 106 Technical AC Circuit Analysis**
- 5.4.4 Course Revision – ELC 110 Digital Electronics Analysis**
- 5.4.5 Course Revision – ELC 120 Solid State Devices**
- 5.4.6 Course Revision – ELC 130 Linear Circuit Analysis**

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

EFFECTIVE/START DATE: FA 2019

Background:

Current program provides almost meets requirements students need for a different stream of electrical credential. Students can now challenge that credential but they must complete the study material on their own.

By adding course content to ELC 108, students will have all content needed for this dual pathway opportunity.

Program revision is forthcoming to formalize changes for the next academic year.

Learning outcomes and total hours remain the same. Hours are being moved to ELC 108.

Discussion:

None.

MOTION CARRIED.

5.4.3 Course Revision – ELC 108 Technical Soldering and Workshop Practices

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

EFFECTIVE/START DATE: FA 2019

Discussion:

None.

MOTION CARRIED.

Items 5.4.7 and 5.4.8 were taken together

- 5.4.7 Course Revision – ESL 092 College/University Prep Reading & Writing**
- 5.4.8 Course Revision – ESL 095 College/University Prep Listening & Speaking**

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Per an internal decision, the new ESL pathway is not on the articulation grid.

Clarification needed regarding band requirements for courses and programs; T. Bellavia will clarify with department and update the documents.

Recommended Revisions: (TB)

Prerequisites

- Clarify band requirements language
- Also check ESL 062 & 063

MOTION CARRIED.

5.4.9 Course & Program Revisions – Omnibus ESL course prerequisites

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

EFFECTIVE/START DATE: FA 2019

Discussion:

Confirmation from the department that all prerequisites for ESL will be C+.

Recommended Revisions: (TB)

“Request the following changes:”

- Replace all 090 with 092 and 095
- All will be C+

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

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

Highlights:

1. Year-end funding
 - Received 1.4M one-time funding; thanks to all people
 - Thanks to Ministry, SET members, Deans and Directors and all others who worked on this project.
2. Multi-Year Planning Plan (MYPP) Adjudication – Educational Plan
 - Thanks to departments and faculty for establishing priorities and preparing plans
 - Approximately \$350K was adjudicated
3. Announcement from OGE & HHS
 - Diversification work; planning to offer dedicated cohort program at Port Alberni campus for international students in Early Childhood Care & Education (ECCE). This is within the new diploma program, Infant-Toddler Diploma.
 - Currently being reviewed by Fast Track Committee
 - Thanks to OGE & HHS departments
 - Next step: Recruit students and complete educational program

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

Highlights:

1. Aboriginal Leadership Certificate Program going well. First cohort will finish the first delivery at the end of December, and will graduate next June.
2. Development work continues on the first Indigenous Languages Program. Thanks to B. McIntosh, A. Carrel and S. Child for their work on the feasibility study which will be presented to SET at the end of June. Hope is to then move into development phase in next academic year (2019/20) and offer the program in Fall 2020.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – May 10, 2019

10. ADJOURNED AT 2:03pm