

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, MAY 10, 2019

**APPROVED**

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**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  
Kathleen Kuhnert, Administration  
Safvan Kunjan Nilath Sulaiman, Student, Campbell River (ITV)  
Dennis Lightfoot, 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  
Heather Thompson, Support Staff, Port Alberni (ITV)  
Barry Minaker, BOG Representative  
Kara Foreman, Recording Secretary (RS)

**REGRETS:** Alix Carrel, Faculty, Comox Valley  
Kathy Heywood, Faculty, Comox Valley, (Vice Chair)  
Peter Hoefgen, Student, Comox Valley  
Judith Marriott, Faculty, Comox Valley  
Kelly Shopland, Administration  
John Bowman, President (Ex-Officio)

**1. Declaration of Quorum**

B. Harsell declared quorum at 12:33pm.

**2. Adoption of Agenda**

**Moved by D. Lightfoot / Seconded by B. McIntosh TO APPROVE THE AGENDA FOR MAY 10, 2019.**

**MOTION CARRIED**

**3. Review of Minutes of the Meeting**

**Moved by N. Simpson / Seconded by N. Chaudhary TO ADOPT THE MINUTES OF THE MEETINGS OF APRIL 5, 2019.**

Approved as presented.

**MOTION CARRIED.**

**4. Business Arising – None**

**5. Committee Reports**

**5.1 Education Council Chair Update/Information**

B. Harsell noted that he had not attended any meetings and had nothing to report.

**5.2 Planning and Standards Committee**

No Meeting

**5.2.1 Moved by D. Lightfoot / Seconded by K. Kuhnert TO APPROVE POLICY 4-14 GRADING SYSTEM AND RESCIND POLICY 4-15 REPORTING FINAL GRADES EFFECTIVE SEPTEMBER 1, 2020.**

**Background:**

- Last updated 2003.
- Added Scope and Application, Principles and Appendix A: Procedures.
- Updated Policy and Purpose Statements and Principles to be consistent with more recently revised policies.

- Added Definitions.
- Updated Grade Scheme to align with what was approved at EdCo last year and to more closely align with our most common receiving institutions (i.e. VIU and UVic).
- Grade Point values were added to the table.
- Policy 4-15 Reporting Final Grades has been incorporated into this policy so will be rescinded upon adoption of Policy 4-14.
- Effective date is September 1, 2020 to allow time for implementation.

**Discussion:**

Upon approval, a work plan will be communicated to the community.

**Recommended Revisions:**

Fix page headers

**MOTION CARRIED.**

- 5.2.2 **Moved by D. Lightfoot / Seconded by T. Bateman TO APPROVE POLICY 3-XX ACADEMIC STANDING AND PROGRESSION AND RESCIND POLICY 3-19 ATTENDANCE AND PERFORMANCE IN COURSES AND PROGRAMS EFFECTIVE IMMEDIATELY.**

**Background:**

- New policy
- Will replace existing policy 3-19 which only addressed attendance, performance in courses and programs and was last revised in 2002.
- Outlines minimum academic standards and general minimum progression requirements.
- Failure of students to meet the relevant standards will result in interventions outlined in the attached Procedures.
- Purpose of the policy and interventions is to promote student success whenever possible.

**Discussion:**

It was clarified that the policy is written at a high level; Procedures are guidelines provided for departments that don't already have formalized, EdCo-approved procedures in place. It was also noted that EdCo's mandate is to approve the policy content only. Procedures don't require EdCo approval and can be changed as needed without EdCo approval.

**Recommended Revisions:**

**Guidelines:**

Consistent capitalization of "calendar"

**MOTION CARRIED/NO OPPOSITION.**

**5.3 Fast Track Committee**

Minutes April 11, 2019

- 5.3.1 **Program Revision – Advanced Communication and Interactive Design – Interactive Media Diploma**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

- 5.3.2 **New Program – Early Childhood Care and Education – Infant and Toddler Diploma**

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

**EFFECTIVE/START DATE: SP 2019**

**Background:**

- This is a one-time offering of this diploma which will be run in Port Alberni and which needed the certificate and diploma combined for the purpose of international

student registration. It is the certificate and the diploma as they currently stand in a single program with the entrance requirements of the certificate and the completion requirements of the diploma. The current diploma is under review for an update and this is not the final update that they are submitting for EdCo approval.

- This combined option was needed for September so it was submitted to Fast Track. This item is presented as context for Fast Track’s approval, but the department would prefer that a motion to approve be defeated as this combined program will not be offered again in this format. And there is no new credential which needs to be presented to the Board of Governors.
- The Fast Track Committee terms of reference state that approved Fast Track items come to the next EdCo meeting for final approval or referral back to Curriculum Committee. It was agreed that in the case, the latter option is appropriate.

**Discussion:**

Referred back to Curriculum Committee.

**MOTION DEFEATED/1 ABSTENTION.**

## 5.4 Curriculum Committee

Minutes of 26 April 2019

### 5.4.1 Course Revision – Omnibus K-12 Course Prerequisites

**Moved by J. Fallis Starhunter / Seconded by D. Lightfoot TO APPROVE THE OMNIBUS COURSE REVISIONS AS AMENDED.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

- The grade level on the most recent ACD will be replaced with the grade level equivalent of the high school courses.
- Any reference to English 10, 11 and 12 will also include the related English First People’s courses.
- It was noted that the Ministry is requiring 4 credits in each of the new English 10 courses so any reference in the table should be amended to “C in two of the following...”

**Recommended Revisions:**

*ACD List*

- ENG 052 – Re: English 10; change to “C in two of the following...” (This is also information for Curriculum Committee.)

**MOTION CARRIED.**

### 5.4.2 Course Revision – ENG 104 Foundations of Academic Writing

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

**EFFECTIVE/START DATE: FA 2019**

**Background:**

- Created to support students who did not have the required English courses for their university transfer courses.
- Run for the first time this year which informed these revisions.
- One of the goals is to attract more students by making the course transferable. Other institutions are offering similar courses. Some of their language was used.
- And to provide an incentive for domestic students who can benefit from gaining more experience in academic English prior to taking a first year English course.
- Highly structured course; modular/scaffolded; each writing lab built on the previous one. Missing labs puts students at a disadvantage. Feedback and assessment are done in real-time in the writing labs.
- Significant discussion at Curriculum meeting regarding using attendance as an evaluation method, as attendance is required for assessment.

**Discussion:**

Lengthy discussion with noted recommendations below.

**Recommended Revisions:**

*Description*

- Rewrite last sentence to say, “Students who have completed ENG 115, ENG 116, ENG 117 or ENG 160 with a C+ or higher are not eligible to take ENG 104.”

*Course Content*

- Make bulleted list

*Learning Outcomes*

- Make numbered list

*Student Evaluation*

- Remove 1<sup>st</sup> and 3<sup>rd</sup> bullets
- Revise 2<sup>nd</sup> bullet
- Change weighting percentages

**MOTION CARRIED.**

**5.4.3 New Program – Hatchery Operations Certificate**

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

**EFFECTIVE/START DATE: SU 2019**

**Discussion:**

Recommendations as noted below after confirmation with department.

**Recommended Revisions: (Check w dept.)**

*Admission Requirements*

- C in “old” English 10 should now be “C in two of...”

*Completion Requirements*

- 70% per course or 70% overall is redundant

**MOTION CARRIED.**

**Items 5.4.4 – 5.4.9 were taken together**

**5.4.4 New Course – HTC 100 Fish Stock Enhancement and Stewardship**

**5.4.5 New Course – HTC 101 Biology of Wild Fish**

**5.4.6 New Course – HTC 102 Hatchery Design and Systems**

**5.4.7 New Course – HTC 103 Fish Hatchery Operations**

**5.4.8 New Course – HTC 104 Hatchery Health and Safety**

**5.4.9 New Course – HTC 105 Disease Management in Hatchery Environment**

**Moved by J. Fallis Starhunter / Seconded by D. Schmidt TO APPROVE THE NEW COURSES.**

**EFFECTIVE/START DATE: SU 2019**

**Discussion:**

None.

**Recommended Revisions: (Check w dept.)**

*Prerequisites*

- On ALL courses; make same as program changes noted above

**MOTION CARRIED.**

**5.4.10 New Course – HTC 106 Stock Enhancement Practicum**

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

**EFFECTIVE/START DATE: SU 2019**

**Discussion:**

None

**MOTION CARRIED.**

**Items 5.4.11, 5.4.12, 5.4.14 and 5.4.15 were taken together**

**5.4.11 New Course – PBH 100 Plumber Apprenticeship Harmonized Level 1**

**5.4.12 New Course – PBH 200 Plumber Apprenticeship Harmonized Level 2**

**5.4.14 New Course – PBH 300 Plumber Apprenticeship Harmonized Level 3**

**5.4.15 New Course – PBH 400 Plumber Apprenticeship Harmonized Level 4**

**Moved by J. Fallis Starhunter / Seconded by D. Schmidt TO APPROVE THE NEW COURSES.**

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

**5.4.13 New Course – PBH 201 Plumber Apprenticeship Harmonized Gap A**

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

**EFFECTIVE/START DATE: FA 2019**

**Discussion:**

None

**MOTION CARRIED.**

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**6. New Business - None**

**7. Correspondence/Information**

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

*Highlights:*

1. NIC is responsible for reporting to the Ministry to account for funding, programs and services. The president's office is working on the annual Institutional Accountability Plan Report (IAPR). This extensive report outlines NIC's goals, objectives and outcomes and how it will monitor its progress. It will be submitted on July 15<sup>th</sup>.
2. Work continues on the enrollment planning portfolio led by Bill Parkinson in conjunction with deans, directors, department chairs and faculty. This work will outline both international and domestic future enrollment trends, including program levels, optimal enrollment patterns, capacity, and utilization rates.

**7.2 Report from Aboriginal Education**

The director was not in attendance but provided a written report.

**8. Meeting Evaluation – Roundtable Discussion**

It was generally agreed that it was a good meeting.

**9. Next Meeting – June 14, 2019**

**10. ADJOURNED AT 3:26pm**