

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, SEPTEMBER 13, 2019

APPROVED

PRESENT: Brad Harsell, Faculty, Campbell River (Chair)
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, 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
Brooke McIntosh, Support Staff, Campbell River (ITV)
Debbie Price, Student, Comox Valley
Kelly Shopland, Administration
Nadine Simpson, Faculty, Comox Valley
Barry Minaker, BOG Representative
Kara Foreman, Recording Secretary (RS)

REGRETS: Nitesh Chaudhary, Student, Comox Valley
Peter Hoefgen, Student, Comox Valley
Jan Meiers, Faculty, Comox Valley
Danita Schmidt, Faculty, Mount Waddington
Heather Thompson, Support Staff, Port Alberni
John Bowman, President (Ex-Officio)

1. Declaration of Quorum

B. Harsell declared quorum at 12:36pm.

2. Adoption of Agenda

Moved by T. Bellavia / Seconded by D. Lightfoot TO APPROVE THE AGENDA FOR SEPTEMBER 13, 2019.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by K. Shopland / Seconded by D. Price TO ADOPT THE MINUTES OF THE MEETINGS OF MAY 10, 2019.

Revision to 5.4.2 under Description:

- Add full revised last sentence: "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."

MOTION CARRIED.

4. Business Arising – None

5. Committee Reports

**5.1 Education Council Chair Update/Information
Report on Academic Governance Council (AGC)**

B. Harsell acknowledged the work that was accomplished by Education Council in the last year.

5.2 Planning and Standards Committee

No Meeting

5.3 Fast Track Committee

Minutes of July/August 2019

- 5.3.1 New Program – Plumbing & Piping Trades Foundation Harmonized Certificate**
Moved by J. Fallis Starhunter / Seconded by D. Lightfoot TO APPROVE THE NEW PROGRAM.

EFFECTIVE/START DATE: WI 2020

Discussion:

None

MOTION CARRIED.

Items 5.3.2 – 5.3.5 were taken together

- 5.3.2 New Course – PFH 100 Safe Work Practices in the Piping Trades**
5.3.3 New Course – PFH 101 Occupational Skills in the Piping Trades
5.3.4 New Course – PFH 102 Piping Tools
5.3.5 New Course – PFH 103 Piping Equipment

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

EFFECTIVE/START DATE: WI 2020

Discussion:

None

MOTION CARRIED.

Items 5.3.6 – 5.3.9 were taken together

- 5.3.6 New Course – PFH 104 Residential Plumber**
5.3.7 New Course – PFH 105 Steamfitter & Pipefitter
5.3.8 New Course – PFH 106 Sprinkler Fitter
5.3.9 New Course – PFH 107 Applied Mathematics and Science for the Piping Trades

Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE FOUR NEW COURSES.

EFFECTIVE/START DATE: WI 2020

Discussion:

None

MOTION CARRIED.

Items 5.3.10 – 5.3.13 were taken together

- 5.3.10 New Course – PFH 108 Construction Drawings and Specifications in the Piping Trades**
5.3.11 New Course – PFH 109 Cutting and Welding Tools
5.3.12 New Course – PFH 110 Piping Components
5.3.13 New Course – PFH 111 Electrical Concepts in the Piping Trades

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE FOUR NEW COURSES.

EFFECTIVE/START DATE: WI 2020

Discussion:

None

MOTION CARRIED.

- 5.3.14 Program Revision – Bachelor of Science in Nursing (BSN)**

Moved by J. Fallis Starhunter / Seconded by K. Shopland TO APPROVE THE PROGRAM REVISION WITH AMENDMENT TO COMPLETION REQUIREMENTS

EFFECTIVE/START DATE: FA 2019

Discussion:

1. (RE: MOTION AMENDMENT) Original changes were made to the program at the request of the degree granting partner. Transfer status with regard to ENG 127 was unclear so it was removed. However, the department has just been advised that ENG 127 has been deemed appropriate for the degree, so the department requested that the deletions of ENG 127 in options A and C be removed from the program revision.

Because the deletion of ENG 127 was approved by Fast Track for one delivery, the department confirmed that the registrar has agreed to accept ENG 127 for that delivery.

2. It was also clarified that option B is available at other institutions so the options numbering on the document must remain as option A and option C.

Recommended Revisions: (RS)

Completion Requirements

- Options A and C; remove deletion of ENG 127

MOTION CARRIED.

5.4 Curriculum Committee

Minutes of 24 May 2019

5.4.1 Program Revisions – Applied Business Technology – All Certificate Programs

Moved by J. Fallis Starhunter / Seconded by J. Marriott TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENT TO ADMISSION REQUIREMENTS.

EFFECTIVE/START DATE: FA 2020

Discussion:

1. (RE: MOTION AMENDMENT) Although ENG 060 is being removed from courses and programs as it is no longer offered, the department requested keeping it listed as they have students returning after many years away who are likely to have this credential. However, it was noted that the inclusion of “or equivalent” covers this credential. After discussion it was agreed that for consistency and to avoid confusion it should be removed.
2. The department is currently reviewing and updating all their ACDs. They wanted to ensure approval of the program name changes before updating all their other documentation.
3. It was also noted that because these are credentialed programs, these program revisions will need Board of Governor approval.

Recommended Revisions: (RS)

Admission Requirements

- Remove ENG 060

MOTION CARRIED.

Minutes of 21 June 2019

5.4.2 Course Revision – ENG 013 Fundamental English Level 1

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

EFFECTIVE/START DATE: FA 2020

Discussion:

None

MOTION CARRIED.

Items 5.4.3 – 5.4.7 were taken together

5.4.3 Course Revision – ENG 014 Fundamental English Level 2

5.4.4 Course Revision – ENG 015 Fundamental English Level 3

5.4.5 Course Revision – ENG 025 Fundamental English Level 4

5.4.6 Course Revision – ENG 026 Fundamental English Level 5

5.4.7 Course Revision – ENG 027 Fundamental English Level 6

Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE FIVE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2020

Discussion:

None

MOTION CARRIED.

5.4.8 Course Revision – THM 275 Food Fundamentals & Service

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

EFFECTIVE/START DATE: FA 2020

Discussion:

Question regarding why credit values aren't decreasing although the course lecture hours are less than half of previous.

It was noted that the hours are still within range of other 3 credit courses, and that NIC has no standard for credit values across all programs. The departments determine their credit values based on subject area expertise.

No revisions required.

MOTION CARRIED.

6. New Business

6.1 Prioritization of one student position for an Aboriginal student.

Discussion:

Considerations:

- Having a special designation for an aboriginal student would require going through a process with the BC Human Rights Tribunal, providing a rationale and outline the benefits.
- It's rare that we require an election for Education Council student representatives as we struggle to fill all four seats.
- It would be difficult to provide an appropriate rationale for this prioritization while there are empty seats.
- It was agreed that the immediate focus should be on attracting any student to sit on council and then review this proposal again.
- Suggestion that the chair provide a memo to the director of Aboriginal Education stating that EdCo would like feedback from them about encouraging stronger representation from Aboriginal students on council. The registrar will be included in this discussion.

6.2 Bylaw change to allow members to be appointed in case of a member's early exit.

It was agreed to postpone this discussion until the first electronic election has been completed.

7. Correspondence/Information

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

Highlights:

1. Update on the development of PA campus & regional plan
 - Modelled after the CR campus plan
 - Goal is to have the final draft completed by the end of September and widely distributed in October
 - Role of document is to provide quick snapshot of the campus
2. Committee reviewing institution-wide course evaluations as part of new QUAPA mandate and in support of the continuation of the Excellence of Teaching at this institution.
 - Goal is that by the end of this year, every instructor will issue a course evaluation at the end of their course. Some departments have already been doing this for many years.
 - Emphasis will be on formative feedback that can be used in support of the continuation of Excellence of Teaching.

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

Highlights:

1. Development of Indigenous Language Proficiency Certificate is still underway. Sara Child is developing this immersion based one year program with the hope of piloting it in the Port Hardy region in an upcoming year.
2. Plans are underway to build an Aboriginal Gathering Place on the CR campus off the current Aboriginal student lounge. A subcommittee of community representatives and artists are working with an architect named Alfred Waugh, the principal architect of the only fully Indigenous firm in Canada. He will design the building and the hope is that it will be ready for next fall.

3. The second newsletter from Aboriginal Education highlighting events, people and programs will be available in the next few days. The hope is that other departments throughout the college will also share their programs and events in the newsletter. The next edition will provide information about who to send this information to. The hope is to have this be a quarterly newsletter.

7.3 Electronic elections (*K. Kuhnert*)

- Hope to achieve greater participation in elections by making this more accessible
- Plan to pilot this option this year
- Privacy has been barrier to this option in the past due to the need for a system administrator. It was clarified that although the administrator has access, they do not have approval to look at the results. Our IT staff are professionals and the registrar is confident that privacy will not be an issue.

7.4 Update on curriculum software acquisition (*K. Kuhnert*)

After widespread consultation, the Senior Leadership Team has put their financial support behind the purchase of this software. Business Applications Systems and Purchasing are working together on the legalities of moving forward with this acquisition. The hope is for implementation of phase 1 (Acalog – credit calendar) in the winter and spring of 2021, followed by phase 2 (Curriculum-curriculum management) in the fall of 2021.

7.5 EdCo and Standing Committee meeting schedule for 2019-2020

- It was noted that the Curriculum Committee meeting scheduled for June 19, 2019 conflicts with the CV graduation. This will be addressed closer to the meeting date.
- Also noted: Important fall deadlines for curriculum submissions are October 4th and November 1st. Members were encouraged to remind their departments of these dates and to encourage them to aim for the October meeting if possible in order to avoid a very long December EdCo meeting. November 1st is the deadline for submissions of all program revisions and revisions to course titles, descriptions, prerequisites and instructor qualifications to be implemented in fall of 2020.

7.6 EdCo membership terms 2018-2020

There are 10 faculty seats open and the deadline for nominations is September 20th. Members were encouraged to run again, or to encourage their colleagues to run.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – October 11, 2019

10. ADJOURNED AT 2:23pm