

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, NOVEMBER 8, 2019

**APPROVED**

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**PRESENT:** Brad Harsell, Faculty, Campbell River  
Terri Bateman, Faculty, Comox Valley  
Tony Bellavia, Administration  
Alix Carrel, Faculty, Comox Valley  
Sara Child, Faculty, Port Hardy (ITV)  
Molina Dawson, Student, Comox Valley  
Heidi Deagle, Faculty, Comox Valley  
Jennifer Fallis-Starhunter, Faculty, Campbell River, Chair Curriculum  
Diana Fearn, Support Staff, Comox Valley  
Wilma Gus, Faculty, Port Alberni (ITV)  
Kelly Johnsen, Faculty, Port Alberni (ITV)  
Laura Kuehl, Student, Comox Valley  
Kathleen Kuhnert, Administration  
Judith Marriott, Faculty, Comox Valley, Chair Planning & Standards  
Ali Mayboudi, Faculty, Comox Valley  
Brooke McIntosh, Support Staff, Campbell River  
Debbie Price, Student, Comox Valley  
Chris Scarlatti, Student, Comox Valley  
Nadine Simpson, Faculty, Comox Valley  
Patricia Trasolini, BOG Representative  
*Kara Foreman, Recording Secretary (RS)*

**REGRETS:** Kathleen Haggith, Administration  
Kelly Shopland, Administration  
John Bowman, President (Ex-Officio)

**1. Declaration of Quorum**

B. Harsell declared quorum at 12:31pm.

**2. Adoption of Agenda**

**Moved by N. Simpson / Seconded by J. Fallis Starhunter TO APPROVE THE AGENDA FOR NOVEMBER 8, 2019.**

**MOTION CARRIED.**

Welcome new Board of Governors Representative, Patricia Trasolini followed by round table of introductions.

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

**Moved by C. Scarlatti / Seconded by D. Price TO ADOPT THE MINUTES OF THE MEETING OF OCTOBER 11, 2019.**

Approved as presented.

**MOTION CARRIED.**

**4. Business Arising – None**

**5. Committee Reports**

**5.1 Education Council Chair Update**

As noted in report

**5.2 Planning and Standards Committee**

Minutes of 18 October 2019

Nothing to report. Policy review is ongoing.

**5.3 Curriculum Committee**

Minutes of October 25, 2019

## Applied Business Technology (ABT)

### *Items 5.3.1, 5.3.2 and 5.3.4 were taken together*

- 5.3.1 Course Revision – ABT 020 Online Learner Success
- 5.3.2 Course Revision – ABT 100 Introductory Keyboarding
- 5.3.4 Course Revision – ABT 102 Keyboarding II

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE REVISIONS in 5.3.1, 5.3.2 AND 5.3.4 WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

As noted below.

#### **Required Revisions:**

##### *Course Content*

- Remove last sentence; add “Topics include:” (*on ALL relevant courses*)

##### *Learning Outcomes (on ALL relevant courses)*

- Change opening sentence to “The student will be able to:”
- Remove “and” before final outcome

##### *Instructor Qualifications (on ALL relevant courses)*

- Change word order to “discipline relevant to...”

**(ABT 100 & 102)**

##### *Prerequisites*

- Move “Pass in OAD 020” from Note to front of Prerequisites (spell out OAD)

**MOTION CARRIED.**

### *Items 5.3.3, and 5.3.5 – 5.3.7 were taken together*

- 5.3.3 ABT 101 Introduction to Computers and the Internet
- 5.3.5 ABT 109 Human Relations for Career Success
- 5.3.6 ABT 110 Records Management
- 5.3.7 ABT 111 Administrative Procedures

Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

As noted below.

#### **Required Revisions:**

*See changes on all relevant courses noted above AND*

(ABT 101) Remove all reference to specific software.

##### *Course Content*

- Bullet #1; remove “10<sup>xp</sup>”
- Bullet #7; remove “10”

**MOTION CARRIED.**

### *Items 5.3.8 – 5.3.12 were taken together*

- 5.3.8 ABT 116 Word Processing Level I
- 5.3.9 ABT 117 Word Processing Level II
- 5.3.10 ABT 120 Job Search
- 5.3.11 ABT 126 Presentation Software
- 5.3.12 ABT 135 Electronic Databases

Moved by J. Fallis Starhunter / Seconded by B. McIntosh TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

As noted below.

#### **Required Revisions:**

*See changes on all relevant courses noted above AND*

(ABT 116)

*Course Content*

- Bullet #5; change ABT to OAD (spelled out)

*Student Evaluation*

- Change Chapter Assessments to “Chapter Assignments”

(ABT 117)

*Student Evaluation*

- Change Chapter Assessments to “Chapter Assignments”
- Remove “Performance”

**MOTION CARRIED.**

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***Items 5.3.13 – 5.3.17 were taken together***

- 5.3.13 Course Revision – ABT 145 Electronic Spreadsheets**
- 5.3.14 Course Revision – ABT 146 Advanced Electronic Spreadsheets**
- 5.3.15 Course Revision – ABT 147 Business Calculators and Mathematics**
- 5.3.16 Course Revision – ABT 148 Business English**
- 5.3.17 Course Revision – ABT 149 Business Communications**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

***Required Revisions:***

***See changes on all relevant courses noted above AND***

***(ABT 148)***

***Learning Outcomes***

- #5; different language for “gender-free” (remove “free”)

**MOTION CARRIED.**

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***Items 5.3.18 – 5.3.23 were taken together***

- 5.3.18 Course Revision – ABT 150 Personal Information Manager (PIM) Software**
- 5.3.19 Course Revision – ABT 151 Desktop Publishing**
- 5.3.20 Course Revision – ABT 152 Integrated Project - Administrative**
- 5.3.21 Course Revision – ABT 161 Accounting I**
- 5.3.22 Course Revision – ABT 162 Accounting II**
- 5.3.23 Course Revision – ABT 165 Computerized Accounting**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

***Discussion:***

As noted below.

***Required Revisions:***

***See changes on all relevant courses noted above AND***

***(ABT 161)***

***Learning Outcomes***

- #7; remove “related” and change “practices” to “principles”
- #11; remove “independently”

***(ABT 162)***

***Learning Outcomes***

- #8; remove “independently”

***(ABT 165)***

***Learning Outcomes***

- #7; add “forms” after Employment

**MOTION CARRIED.**

## Humanities

### *Items 5.3.24 and 5.3.25 were taken together*

5.3.24 **Course Revision – PHI 100 Introductory Philosophy: Knowledge & Reality**

5.3.25 **Course Revision – PHI 220 Philosophy of Love & Sex**

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

Concern was expressed about the wording in Student Evaluation; “may include” implies that the assessments could result in all multiple choice exams. It was acknowledged that the learning outcomes could not be met with all multiple choice exams but the language is too vague.

#### **Required Revisions:**

##### *Course Content*

- “such as...” *(on both courses)*

##### *Student Evaluation (on both courses)*

- “may include...”

**(4 in favour/12 opposed/2 abstentions [chairs]) MOTION DEFEATED.**

## Interactive Media

5.3.26 **Program Revision – Mobile Application Development Certificate**

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

Program revision form wasn't updated to match changes made after Curriculum meeting. If changes done, will add to December 13<sup>th</sup> EdCo agenda.

#### **Required Revisions:**

##### *Program Revision forms (on ALL relevant programs)*

- Update to match revisions on calendar pages
- Update all new course codes

##### *Calendar pages*

##### *Completion Requirements (on ALL relevant programs)*

- Remove “maintain an overall C average and must”
- Change “with” to “within”
- Add “to the program.” at end of sentence

**MOTION DEFEATED.**

### *Items 5.3.27 – 5.3.30 were taken together*

5.3.27 **Program Revision – Web and Mobile Application Development – Interactive Media Diploma**

5.3.28 **Program Revision – Communication Design – Interactive Media Diploma**

5.3.29 **Program Revision – Web Design – Interactive Media Certificate**

5.3.30 **Program Revision – Advanced Communication and Interactive Design – Interactive Media Diploma**

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

#### **Discussion:**

As noted below.

#### **Required Revisions:**

*See changes on all relevant programs noted above AND*

*Calendar pages*

*Program Requirements*

- Remove duplicate ENG 127 (listed next to ENG 122) (*on ALL relevant programs*) (5.3.30 Advanced Communication Diploma)
- Design & Development streams; Year 2; remove “Optional work term...”
- Design & Development streams; Year 3; Note on electives; for clarity, amend to “Electives and choice of English may be chosen...”

**MOTION CARRIED.**

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*Items 5.3.31 – 5.3.33 were taken together*

- 5.3.31 Course Revision – FIN 217 Screen Printing
- 5.3.32 Course Revision – IMG 105 Communication Design 1
- 5.3.33 Course Revision – IMG 112 Typography

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

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

Approved as is.

**MOTION CARRIED.**

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*Items 5.3.34 – 5.3.35 were taken together*

- 5.3.34 Course Revision – IMG 209 User Experience and Interface Design
- 5.3.35 Course Revision – IMG 215 Android Application Development

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

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

Approved as is.

**MOTION CARRIED.**

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- 5.3.36 New Course – DGL 101 Digital Culture

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

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

Approved as is.

**MOTION CARRIED.**

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- 5.3.37 New Course – DGL 104 Software Architecture

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

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

Approved as is.

**MOTION CARRIED.**

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- 5.3.38 New Course – DGL 222 Advanced Topics in Design

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

**EFFECTIVE/START DATE: FA 2020**

*Discussion:*

Approved as is.

**MOTION CARRIED.**

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*Items 5.3.39 and 5.3.41 were taken together*

- 5.3.39 Course Deactivation – IMG 102 Computer Graphics 1
- 5.3.40 Course Deactivation – IMG 103 Computer Graphics 2

**5.3.41 Course Deactivation – IMG 240 Emerging Technologies**

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

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Approved as is.

**MOTION CARRIED.**

**Fine Arts**

**5.3.42 Course Revisions – FIN 247 Introduction to Digital Photography**

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

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Approved as is.

**MOTION CARRIED.**

**Math & Science**

**5.3.43 New Program – Computer Information Systems (CIS)**

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE NEW PROGRAM WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*Admission Requirements (add to ALL relevant courses)*

- English: Add “C+ in” before ESL 092
- Math: Add “ or C+ in MAT 053” and remove prior “or”

*Completion Requirements*

- 3<sup>rd</sup> bullet; change to “Obtain an overall average of C+.”

*Completion Timelines*

- Add “of admission to the program.” to end of sentence

**MOTION CARRIED.**

**5.3.44 Course Revision – CPS 101 Computer Programming II**

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

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Approved as is.

**MOTION CARRIED.**

**5.3.45 New Course – CPS 110 Information Technology Essentials**

Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Department confirmed that all consultations will be completed after EdCo approval and before submitting to Student Records.

Revisions as noted below.

**Required Revisions:**

*#16 Prerequisites*

- Amend English requirements as noted in 5.3.43

**MOTION CARRIED.**

**5.3.46 New Course – CPS 113 Operating Systems and Architecture**

**Moved by J. Fallis Starhunter / Seconded by D. Fearn TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

- Amend English and Math requirements as noted in 5.3.43

*#19 Learning Outcomes*

- #4; change “interactive” to “interaction”

**MOTION CARRIED.**

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**5.3.47 New Course – CPS 114 Algorithms and Programming**

**Moved by J. Fallis Starhunter / Seconded by N. Simpson TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

- Amend English and Math requirements as noted in 5.3.43

**MOTION CARRIED.**

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**5.3.48 New Course – CPS 127 Software Engineering Process**

**Moved by J. Fallis Starhunter / Seconded by T. Bateman TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#10 Title*

- Change “Practice” to “Process”

**MOTION CARRIED.**

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**5.3.49 New Course – CPS 128 Web Scripting**

**Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE NEW COURSE.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Approved as presented.

**MOTION CARRIED.**

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**5.3.50 New Course – CPS 129 Systems Administration**

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

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

Approved as presented.

**MOTION CARRIED.**

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**5.3.51 New Course – LRN 100 Learning Skills for Technology Students**

**Moved by J. Fallis Starhunter / Seconded by D. Price TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

- Amend English and Math requirements as noted in 5.3.43  
(Proponent confirmed after meeting that Math requirements were necessary.)

*#20 Student Evaluation*

- Change “Attendance and Participation” to “In-class assignments”

**MOTION CARRIED.**

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**5.3.52 New Course – MAT 155 Applied Math for Computing**

**Moved by J. Fallis Starhunter / Seconded by K. Kuhnert TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.**

**EFFECTIVE/START DATE: FA 2020**

**Discussion:**

As noted below.

**Required Revisions:**

*#16 Prerequisites*

Amend English and Math requirements as noted in 5.3.43

**MOTION CARRIED.**

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**6. New Business - None**

**7. For Information Only**

7.1 NIC Academic Schedules and Deadlines for 2020-2021 (*Kathleen Kuhnert*)

7.2 Instructional Key Dates for Programs with Varying Start Dates and Distance Courses for 2020-2021 (*Kathleen Kuhnert*)

7.3 Appointment of Judy Johnson to the Research & Ethics Board

**8. Meeting Evaluation – Roundtable Discussion**

No meeting evaluation.

**9. Next Meeting – December 13, 2019**

**10. ADJOURNED AT 4:50pm**