

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
VIA BLUEJEANS ON FRIDAY, MAY 8, 2020

APPROVED

PRESENT: Brad Harsell, Faculty, Campbell River
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Sara Child, Faculty, Port Hardy (Phone)
Jennifer Fallis-Starhunter, Faculty, Campbell River, *Chair, Curriculum*
Diana Fearn, Support Staff, Comox Valley
Wilma Gus, Faculty, Port Alberni (ITV)
Kathleen Haggith, Administration
Kelly Johnsen, Faculty, Port Alberni
Kathleen Kuhnert, Administration
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
Ali Mayboudi, Faculty, Comox Valley
Brooke McIntosh, Support Staff, Campbell River
Chris Scarlatti, Student, Comox Valley (Phone)
Kelly Shopland, Administration
Nadine Simpson, Faculty, Comox Valley
Tony Trudel, Faculty, Campbell River (ITV)
Kara Foreman, Recording Secretary (RS)

REGRETS: Molina Dawson, Student, Comox Valley
Heidi Deagle, Faculty, Comox Valley
Laura Kuehl, Student, Comox Valley
Aman Singh, Student, Port Alberni, (ITV)
Jason Taylor, Faculty, Campbell River
Patricia Trasolini, BOG Representative
John Bowman, President (Ex-Officio)

1. **Declaration of Quorum**
B. Harsell declared quorum at 12:33pm.
2. **Adoption of Agenda**
Moved by W. Gus / Seconded by T. Trudel TO ADOPT THE AGENDA FOR MAY 8, 2020.
MOTION CARRIED.
3. **Review of Minutes of the Meeting**
Moved by C. Scarlatti / Seconded by T. Bellavia TO APPROVE THE MINUTES OF THE MEETING OF MARCH 13, 2020.
Approved as presented.
MOTION CARRIED.
4. **Business Arising – None**
5. **Committee Reports**
 - 5.1 **Education Council Chair Update**
 - 5.2 **Planning and Standards Committee**
Minutes of meeting April 24, 2020
J. Marriott stated that Policies 4-09 Registration and 4-17 Admission have been approved.
Policies 3-15 New Course and Course Revision Approval and 3-07 New Program Approval have been posted for community feedback. She expects they will be ready for approval at the June EdCo meeting.

5.3 Fast Track Committee

Minutes of March & April 2020

Items 5.3.1 and 5.3.2 were taken together

- 5.3.1 Program Revision – Automotive Service Technician Foundation Harmonized Certificate
- 5.3.2 Program Revision – Welder Foundation Harmonized Certificate

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISIONS.

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

- 5.3.3 Program Revisions – Activity Assistant and Hospital Unit Clerk

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

- 5.3.4 Program Revisions – Bachelor of Science, Nursing

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

5.4 Curriculum Committee

Minutes of April 24, 2020

Business

Items 5.4.1 – 5.4.3 were taken together

- 5.4.1 Course Revision – BUS 100 Financial Accounting Fundamentals
- 5.4.2 Course Revision – BUS 200 Financial Accounting Fundamentals II
- 5.4.3 Course Revision – BUS 211 Intermediate Financial Accounting

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

EFFECTIVE/START DATE: FA 2020

Requested Revisions: (RS)

(on ALL relevant courses)

Student Evaluation

- Change “a grade of” to “an average of”

MOTION CARRIED.

Items 5.4.4 – 5.4.6 were taken together

- 5.4.4 Course Revision – BUS 217 Management Accounting
- 5.4.5 Course Revision – BUS 221 Commercial Law
- 5.4.6 Course Revision – BUS 223 Taxation I

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

EFFECTIVE/START DATE: FA 2020

Requested Revisions: (RS)

(as noted on 5.4.1 and)

Description

- Add “This course...” (on all relevant courses)

MOTION CARRIED.

Items 5.4.7 – 5.4.9 were taken together

- 5.4.7 Course Revision – BUS 244 Finance
- 5.4.8 Course Revision – BUS 270 Software for Accounting Professionals

5.4.9 Course Revision – BUS 290 Management Information Systems
Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.
EFFECTIVE/START DATE: FA 2020
Requested Revisions: (RS)
(as noted for all courses)

MOTION CARRIED.

Items 5.4.10 – 5.4.12 were taken together

5.4.10 Course Revision – BUS 312 Intermediate Financial Accounting I
5.4.11 Course Revision – BUS 318 Advanced Cost Accounting
5.4.12 Course Revision – BUS 323 Taxation II

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

EFFECTIVE/START DATE: FA 2020
Requested Revisions: (RS)
(as noted for all courses)

MOTION CARRIED.

Items 5.4.13 – 5.4.15 were taken together

5.4.13 Course Revision – BUS 335 Quantitative Methods
5.4.14 Course Revision – BUS 418 Advanced Managerial Accounting
5.4.15 Course Revision – BUS 419 Advanced Financial Accounting

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

EFFECTIVE/START DATE: FA 2020
Requested Revisions: (RS)
(as noted for all courses)

MOTION CARRIED.

Items 5.4.16 – 5.4.18 were taken together

5.4.16 Course Revision – BUS 420 Introduction to Auditing
5.4.17 Course Revision – BUS 421 Accounting Theory
5.4.18 Course Revision – BUS 492 Strategic Management

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

EFFECTIVE/START DATE: FA 2020
Requested Revisions: (RS)
(as noted for all courses)

MOTION CARRIED.

Items 5.4.19 – 5.4.22 were taken together

5.4.19 Course Revision – ECO 110 Principles of Microeconomics
5.4.20 Course Revision – ECO 111 Principles of Macroeconomics
5.4.21 Course Revision – ECO 245 Money and Banking
5.4.22 Course Revision – ECO 270 Environmental Economics

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

EFFECTIVE/START DATE: FA 2020
Requested Revisions: (RS)
(as noted for all courses)

MOTION CARRIED.

Accessible Learning Programs

5.4.23 Program Revision – Practical Academics for the Workplace

Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.24 – 5.4.26 were taken together

5.4.24 Course Revision – AED 030 Basic Computer Skills

5.4.25 Course Revision – AED 032 Math, Money, and Managing It All!

5.4.26 Course Revision – AED 036 Intermediate Computer Skills

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

EFFECTIVE/START DATE: FA 2020

Requested Revisions: (RS)

(AED 030)

Course Content

- 7th bullet; “Using”

(AED 036)

Course Content

- 5th bullet; “Using”

MOTION CARRIED.

Items 5.4.27 – 5.4.28 were taken together

5.4.27 Course Revision – AED 037 Exploring the World with Computers

5.4.28 Course Revision – AED 038 Literacy for Life

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

5.4.29 Course Deactivation – AED 039 Latch-On Literacy: Self and Community

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.30 – 5.4.32 were taken together

5.4.30 Course Revision – AED 041 Computer Foundations

5.4.31 Course Revision – AED 042 Budgeting and Managing Your Money

5.4.32 Course Revision – AED 046 Introduction to Inspiration Computer Program

Moved by J. Fallis Starhunter / Seconded by W. Gus TO APPROVE THE COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.33 – 5.4.34 were taken together

5.4.33 Course Revision – AED 047 Emergent Literacy

5.4.34 Course Revision – AED 048 Literacy: Book Club

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

5.4.35 Course Deactivation – AED 049 Latch-On Literacy: The World Beyond
Moved by J. Fallis Starhunter / Seconded by C. Scarlatti TO APPROVE THE COURSE DEACTIVATION.

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.36 – 5.4.38 were taken together

5.4.36 Course Revision – AED 053 Scheduling, Clock and Calendar Skills
5.4.37 Course Revision – AED 054 Literacy for Life 2
5.4.38 Course Revision – AED 055 Literacy for Life 3

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.39 – 5.4.41 were taken together

5.4.39 Course Revision – AED 057 Advanced Literacy
5.4.40 Course Revision – AED 059 Math and Money Basics
5.4.41 Course Revision – AED 063 Advanced Literacy 2

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

Items 5.4.42 – 5.4.44 were taken together

5.4.42 Course Revision – AED 064 Advanced Literacy 3
5.4.43 Course Revision – AED 065 Literacy Book Club 2
5.4.44 Course Revision – AED 066 Literacy Book Club 3

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

EFFECTIVE/START DATE: FA 2020

Requested Revisions: (RS)

(AED 065 & AED 066)

Description

- *Add “In this course...”*

MOTION CARRIED.

Items 5.4.45 – 5.4.48 were taken together

5.4.45 Course Revision – AED 067 Adaptive Technology for Communication
5.4.46 Course Revision – AED 068 Basic Computer Skills 2
5.4.47 Course Revision – AED 069 Computer Foundations 2
5.4.48 Course Revision – AED 070 Intermediate Computer Skills 2

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

EFFECTIVE/START DATE: FA 2020

MOTION CARRIED.

6. New Business

6.1 Memo from the Executive Vice President, Academic & Chief Operating Officer

Moved by J. Marriott / Seconded by J. Fallis Starhunter that Education Council acknowledges and endorses that faculty have flexibility related to student evaluation and assessment methods (including weighting) as indicated in Authorized Course Descriptions (ACDs). This acknowledgment will be in effect as of March 16, 2020 for the remainder of the 2019-20 academic year and for the entire 2020-21 academic year, as appropriate to the subject area, and as approved by the relevant dean/director, and in compliance with North Island College policies.

Discussion:

It was noted that Policy 3-35 Course Outline is still in effect. Instructors are still responsible for issuing their course outlines on the first or second day of class, which will state the weighting and evaluation methods for the course.

MOTION CARRIED.

6.2 Appointment of interim Curriculum Committee chair

As the sitting Curriculum Committee chair will be going on maternity leave in September, an interim chair is required. There are two options:

1. Appoint an interim chair from Education Council to fulfill this role for the remainder of the current term (September 2021). The sitting chair will be available for the next four months to provide orientation and support. Then in February 2021 a new chair would be elected for the September 2021-2023 term.
2. Hold a bi-election to elect a new chair for a two year term (September 2020-2022).

While the first option is preferred due to current circumstances, if there is no EdCo member willing to step in on an interim basis, an election will be required. B. Harsell requested that members consider this invitation over the weekend and notify him with interest on Monday.

7.

Correspondence/Information

7.1 (Verbal) Report from Senior Education Team (SET) (*T. Bellavia*)

T. Bellavia stated that SET's main focus currently is on responding to the Covid-19 pandemic regarding completion of the winter semester, the startup of the spring/summer semester and planning the fall semester.

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

K. Shopland stated that Elders in Residence are still available via email to provide support to students and faculty. There hasn't been a meeting of Aboriginal Education Council since February and the annual joint meeting in June with NIC's Board of Governors and Education Council is yet to be confirmed. She has been meeting with individual nations to answer specific questions regarding planned community-based training and exploring delivery options in this new learning environment. She also noted that there has been an increase in the amount of indigenous emergency funds that students can access and in the number of students applying for them.

8. **Meeting Evaluation – Roundtable Discussion**

No meeting evaluation.

9. **Next Meeting – June 12, 2020 (meeting format TBC)**

10. **ADJOURNED AT 2:45pm**