

Purpose

The Education Team (ET) is a cross-divisional decision-making body that furthers the progress of College-wide teaching, learning, scholarly activity and service to learners. It provides leadership, direction and strategic advice to identify educational needs, opportunities and future directions, as delegated by the College Board through the President and Senior Leadership Team.

Responsibilities

The Education Team has the following responsibilities:

1. Serve as the key planning and advisory body to the Vice President, Academic (VPA) on matters related to the educational mandate of the College;
2. Develop policy and procedures impacting education, in collaboration with related designated authorities, including Education Council, College Board and the Leadership Team;
3. Develop instructional planning processes that align with College strategic priorities and directions, incorporating NIC's commitment to access and the development of both non-credit and credit courses to serve learners;
4. Promote partnerships, in-community programming, laddering and pathway opportunities that increase access and scope of programming;
5. Lead program development, implementation and review, guided by the College commitment to relevant, responsive and quality programming while meeting Quality Assurance Process Audit requirements;
6. Lead program development, implementation and review, guided by the College commitment to relevant, responsive and quality programming for Indigenous and International education;
7. Oversee improvement strategies and evaluation processes designed to maintain and improve the quality of programs and services;
8. Support an enrolment management process to serve education and campus-community plans and priorities with established parameters with institutional based enrolment management process.
9. Collaborate internally to integrate planning processes to maximize opportunities for program delivery and distribution of resources towards strategic goals;
10. Plan and advise on program and resource allocation related to the academic plan;
11. Identify opportunities for dialogue and collaboration with employers, industry, government, and First Nations partners to build strength in the areas of regional and community programming;
12. Steer and support opportunities for faculty innovation and scholarly activity that enhance learning opportunities for students; and
13. Advise and make recommendations on technology matters related to teaching and learning within the college.

Decision Making

The Education Team works collaboratively to problem solve and undertake initiatives that are in the best interests of students and the college. Discussions take place in an open or roundtable format, with an opportunity for each member to provide their discipline perspective and professional input. Final decision-making authority rests with the VPA.

Communication/Reporting

1. Minutes of the regular business meetings are distributed to the Leadership and Operations Teams for information, once approved;
2. Following business meetings, action items are circulated separately to members to facilitate follow-up in between sessions;
3. The VPA communicates relevant decisions to the broader campus community on a regular basis.

Operations

The VPA, or designate, chairs regular and in-camera business meetings, with the Office of the VPA providing administrative and meeting management leadership. Agendas are established in consultation with ET members. An established coversheet is used by members to provide agenda item background and context, submitted prior to meetings.

Each spring, the Executive Assistant to the VPA distributes an annual meeting calendar with submission deadlines. Meetings generally occur twice per month, September-June, with additions or cancellations as required. ET holds an annual, off-site, planning meeting, at least once per year.

The primary meeting location is the Comox Valley, with meetings at other campuses arranged when scheduling and facilities allow, both in person and via digital format.

Methods to Achieve Goals

The Education Team employs several practices to ensure progress towards goals, as follows:

1. Action, assign and review status of meeting outcomes at each ET meeting;
2. Establish enrolment targets based on educational needs, opportunities and resource requirements;
3. Establish and review annual goals and objectives, at committee, decanal, program, and regional levels;
4. Review ET Terms of Reference on an annual basis.

Membership

Tony Bellavia (Chair)

Vice President, Academic

Mark Herrerger

Executive Director,
International Education

Kelly Shopland

Executive Director,
Indigenous Education

Neil Cruickshank

Dean,
Faculty of Arts, Science & Management

Liesel Knaack

Director,
Teaching & Learning Innovation

Michelle Badger

Registrar

Kathleen Haggith

Dean, Faculty of Health & Human
Services

Donna Merry

Regional Manager, Miḡalakwila &
Continuing Education

Executive Assistant

Laurie Gibson

Bob Haugen

Director,
Continuing Education & Training

Cheryl O'Connell

Dean, Faculty of Trades & Technical
Programs

Marisa Bennett,

**Associate Director, Indigenous, Regional
Partnerships, & Port Alberni Campus
Administrator**

Primary Contact

For more information, including meeting schedule, agenda submission or minutes, contact the Executive Assistant.