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**MINUTES OF THE  
EDUCATION COUNCIL MEETING**

January 27 2012

Room 208, Spruce Terrace Campus

**Present:** Cheryl Wyatt- Chair, Gerry Gauthier, Katherine Fullerton, Conal McKenna, Irlanda Price, Debbie Stava, Melanie Wilke, Keisha Wilson, Dr Denise Henning

**Teleconference:** Reto Riesen, Dave McKeever, John Turner, Brian Butler, Sabine Lundman

**Guests:** Dianne Bell, Ester Brisch, Dave O'Leary, Cathay Sousa

**Regrets:** John Krisinger, Amanda Checkley, Chantel Smeysters, Amarilys Ducharme, Margaret Brown, Hillary Williams, Beverly Moore Garcia

**Recording Secretary:** Annette Sorensen

**Call to Order:** The Chair called the meeting to order at 10:15 a.m. in Room 208, at the Terrace Campus.

Northwest Community College would like to acknowledge the Tsimshian people of Kitsumkalum, especially the Laxgibuu Clan on whose traditional territory Education Council meetings take place. We particularly acknowledge Sigidimnak Xpisuunt (Vera Dudoward).

The Councils would also like to recognize and extend our respect to all First Nations; Tahltan, Gitksan, Nisga'a, Haisla, Wet'suwet'en, Haida, Heiltsuk, Nuxalk, Oweekeno/Wuikinuxv, and Dakelh, who, along with Tsimshian people, we continue to collaborate and share goals of educational success.

**Motion:** Keisha Wilson and Melanie Wilke

*Adoption of the Agenda for the January 27, 2012 meeting with the addition of an Information Item:  
Bylaw E1, Fees Notification.* *Carried*

**Motion:** Debbie Stava and Irlanda Price

*Adoption of the Minutes from the December 9, 2011 meeting.* *Carried*

**Old Business**

**By Laws- Debbie Stava**

**Motion:** John Turner and Melanie Wilke

*That we accept the Education Council Bylaw Task Group Terms of Reference with the removal of the wording 3.3 " may be requested to leave the meeting at any time by the chairperson."*

*Carried*

All of the information is on the portal. We would invite any feedback from this table. We worked from Terms of Reference 2010. Conal McKenna has put his name forth to be our student rep. Full recommendations back from this table hopefully for February's meeting for the first reading.

**Grading Profile –**

**Action Item:** Cheryl Wyatt will follow up on sending out the request to the clusters.

A-5- Debbie Stava- Call went out. We had the meeting- Jill will send out a second call.

**Policy Review**

**Action Item:** Send out Policy Development Terms of Reference to Conal McKenna.

Review different policies. On portal there are Policy review folders which were brought to the table in December. We will work out their terms of reference etc; for the next meeting

**New Business**

**Permission of Instructor**

Permission of Instructor form needs to go back to the clusters to discuss usage and documentation in their groups. It would be ideal if there were some formal recording process in place to have a record of the reasons why the Instructor granted permission into the course.

**Action Item:** Cheryl Wyatt will send out requests to all cluster chairs that clusters examine their practices around permission of instructor at their next meeting.

**Reports**

**CPAC- Brian Butler**

**Motion:** Erfan Zahrai and Dave McKeever

*To approve the the Math prerequisites changes to Chem 101, 121, Cpsc 111, Cpsc 123, Phys 101, Phys 121, Math 101, 123, 131*

*Carried*

**Motion:** Ester Brisch and Irlanda Price

*To approve the new course Nurs 215 and to retire Nurs 210 and 211.*

*Effective date: January 2013*

*Carried*

**Motion:** Brian Butler and Melanie Wilke

To approve the course Sosc 040 with a change in hours to 120 to 150 hours.

*Carried*

**Motion:** Brian Butler and Debbie Stava

*To approve the new course FNST 200. Effective date Intersession 2012.*

*Carried*

**Aboriginal Cultural Knowledge Committee**

**Admissions, Assessment, Awards& Academic Appeals (A5)** No report

**Reports- Advisory Committees**

**Prior Learning Assessment-**No Report

**International Education Committee-** No Report

**Student Support and Access Committee-**No Report

**Library Committee-**No Report

**Assessment Task Force-** No Report (Debbie Stava)

**Action:** This task force is no longer active and will be removed from the list of reports.

**Aboriginal Cultural Knowledge Committee-** No Report

**Reports- Cluster Committees**

**Development Education-** No Report

**Human Services-**No Report

**Workforce Training & Continuing Studies-No Report**  
**Health Programs- Verbal Report- Sabine Lundman**  
**University Credit-No Report**  
**Business Programs- No Report**  
**Business Tech/Computer Tech-No Report**  
**Trades/ Industry/ Training Authority- No Report**  
**Library Services- No Report**  
**Chair –Cheryl Wyatt**

**Denise Henning, Cathay Sousa and Dave O’Leary- Budget**

Tuition fee increases- NWCC is guided by the government on tuition fee increases. Colleges cannot just raise fees; the government lets us know how much of an increase we can make. As it stands at the moment we can raise tuition by 2%.

Tuition increases will be added to the next Board of Governors meeting’s agenda. With the deficit that we are facing there will be impacts on everyone at the college, communities, courses, staff etc; NWCC’s administration, along with union leadership, are working with employees and the public for collaborative solutions to address the deficit while at the same time, minimizing impact to students and staff. Meetings with employees will continue at all NWCC campuses giving everyone the opportunity to voice their suggestions and concerns.

Note; March 31 is our fiscal year end. Students should be assured that courses will continue until the end of the winter or spring term (as appropriate) to allow course completion.

**Next meeting: February 24, 2012**

**Motion:**

*To adjourn the meeting at 11:30 p.m.*

**Certified Correct:**

  
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**Chair**

  
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**Secretary**