

**MINUTES OF THE  
EDUCATION COUNCIL MEETING**

November 23, 2012  
Room 208 at 10:00 AM

---

<b>Present:</b>	John Krisinger, Kathryn Fullerton, Lorrie Gowen (Beverly Moore-Garcia), Debbie Stava, Kerry Clarke (Gerry Gauthier), Melanie Wilke, Adrian Carlick, Steven Verblac
<b>Videoconference:</b>	Regina Saimoto, Sandy Clark, Brian Butler, Margaret Brown, Dave McKeever, Reto Riesen
<b>Regrets:</b>	Keisha Reichert, Denise Henning, Sabine Lundman, Joseph Daniels, Amanda Checkley
<b>Recording Secretary:</b> Allison Conway, Michelle Rutsatz	

---

**Call to Order:** Reto Riesen called the meeting to order at 10:10 AM

**NWCC's Education Council would like to thank the Tsimshian people of Kitsumkalum, especially the Laxgibuu Clan on whose traditional territory Education Council meetings take place. We particularly acknowledge Sigidimnak Xbisuunt, Vera Dudoward.**

**The Councils would also like to recognize and extend our respect to all First Nations: Tahltan, Gitxsan, 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.**

**1. Adoption of Agenda for November 23, 2012**

**Motion: Regina Saimoto / John Krisinger**

*To adopt the agenda of November 23, 2012 as presented.*

*Carried*

**2. Approval of the Minutes from October 26, 2012**

**Motion: John Krisinger / Melanie Wilke**

*To approve the minutes of the meeting of October 26, 2012 as presented.*

*Carried*

**3. Business Arising**

**3.1 Elections & Bi-Elections – Deb Stava**

An introduction was given for Steven Verblac, elected Student Representative from the University Credit program at the Terrace Campus. The 3<sup>rd</sup> Call for Nominations for Student Seats on EdCo (1 Terrace, 1 other than Terrace or Prince Rupert) closes Nov 23. The 3<sup>rd</sup> and 2<sup>nd</sup> Call for Nominations for Faculty on EdCo representing Developmental Education (1 Terrace, 1 other than Terrace, respectively) closes Nov 23. Representation for Developmental does not have to be from program area faculty. Council was asked to network with connections to fill these seats. No nominations will result in a 3<sup>rd</sup> and 4<sup>th</sup> Call.

### 3.2 Terms of Semesters – Deb Stava

A schedule availability poll was sent; the tentative meeting date is November 28<sup>th</sup> from 10-12 PM. A recommendation will be put forth to EdCo following the discussion.

### 3.3 Budget Update – John Krisinger

John has received the information requested in the motion regarding management salaries and cuts to management.

### 3.4 Summary of Motions ‘11-‘12

From September 2012 and on, EdCo motions are to be tracked in a database. SFU uses a classification system that we may be able to model ours after.

**ACTION:** The Registrar’s Office will examine SFU’s classification system and bring a recommendation back to EdCo.

**Motion: Brian Butler / Lorrie Gowen**

*To approve the summary of motions for 2011 - 2012 as presented.*

*Carried*

**Motion: Margaret Brown / Brian Butler**

*To proceed immediately with the process for archiving, tracking, and the retrieval of motions for the EdCo minutes.*

*Carried*

### 3.5 Policy Analysis Committee

Reto, Beverly, Regina and Deb have been identified as participants.

EdCo reviewed the Oct 1999 minutes and found that Item 7.10 is the most recent information available in terms of structure. A meeting will need to be convened to review the Terms of Reference.

**ACTION:** Deb will confirm if there is an existing copy of the final minutes from October 1999, as the minutes presented were labeled as a “draft” – not a final copy.

**ACTION:** Allison will circulate an email to the EdCo members that requests participation and expressions of interest for committee. The email will include the Terms of Reference.

The Terms of Reference for Standing Committees identify that the chair and co-chair must be a member of EdCo. Much of the work of EdCo is done by its subcommittees; membership is a time commitment, and was identified as a challenge. Members were asked to request participation from others prior to the next meeting, and reminded of a past commitment made by EdCo members to sit on at least one committee other than EdCo. Members sitting on subcommittees are volunteering their time. Work may be too important to be delegated to a volunteer task – it should be recognized as part of the actual work load. Lobbying for support external to EdCo was suggested, as well as that administrators see if there is any budget area available to be utilized to support these activities. The chair has release time; the committee clerk position is 50% to EdCo and its subcommittees.

It was suggested that following the review of the Terms of Reference, the Policy Analysis Committee institute an overarching foundational policy. Two policies from Selkirk College were noted.

**ACTION:** Regina will ask Gerry to send the two examples of policy.

NWCC's historical policies are documented and available through the Registrar's Office. The Registrar's Office could have the policies scanned and shared with Council on the portal. Should be included in policy discussions moving forward – ie, is this policy still relevant, etc.

### **3.6 Distributed Learning Taskforce**

The task force is more appropriately called "Distributed Learning," rather than "Distance Education."

David Try sent the Education Council an email proposing an agenda and Terms of Reference. A meeting has been scheduled for Dec 5<sup>th</sup> at noon. Members are invited to join if their department is involved with anything re: distributed learning.

## **4. New Business**

### **4.1 EdCo Meeting Schedule**

A draft schedule of committee meetings for 2013-2014 was presented.

**ACTION:** The EdCo and FNC Chair will review the draft and determine joint meeting dates.

### **4.2 Program Review – Regina Saimoto**

The task of program review is done by the "Educational Planning and Program Review" standing committee of EdCo. The standing committee was reinstated in the last update of the Bylaw document. The next step is to strike the committee for this year.

Three sections of the College and Institutes Act were cited:

1. 23.1 F: Advisory role of the Education Council
2. 23.1 L: Advisory role of the Education Council
3. 63: Planning, evaluation and reports

[www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96052\\_01#section23](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01#section23)

The committee reviewed the Program Review section of the portal and found that an historical Terms of Reference is not posted.

**ACTION:** The Registrar's Office will do a search of what is on the books for TOF of this committee and bring back to the table.

## **5. Information Item**

### **5.1 ABT – Office Management Diploma Draft Proposal – Sandy Clark**

The group reviewed the draft proposal provided, the creation of which has been the collaborative effort of 12 colleges – 6 of which are working on the development aspect. The proposal was brought to EdCo for the purpose of review and attaining feedback. NWCC currently offers the Applied Business Technology certificate with options to specialize in accounting, office assistant, or administrative assistant. ABT is a full program offered entirely online. There is an existing certificate base – a known student pool with a relationship to NWCC that would be interested in taking an ABT diploma.

NWCC also offers a certificate and diploma in Business Administration. Opportunities to converge ABT and BADMN offerings need to be identified for both the possibility of partnership and to avoid overlapping.

ABT and BADM have different admissions requirements and also issue different credentials upon exit. ABT students must meet the program and course requirements to take a BADMN course. Residency requirement of credentials must be considered – a diploma is 25%.

*Kerry Clark left at 11:34 AM*

Laddering opportunities need to be identified for students who may want to move between the ABT and BADM program, and what that will look like for those students who transfer to other institutes within and out of the province. Internal articulation of ABT and BAMN is important to avoid duplication.

**ACTION:** Deb will send to Sandy info on what constitutes the criteria of a certificate and diploma credential.

New programs are based on group need and identifiable gaps in offerings. The proposal needs to demonstrate why the diploma is needed and how it will benefit students before any resources are allocated.

*Kathryn Fullerton left at 11:47 AM*

## 6. Reports

### 6.1 Chair – Reto Riesen

At BOG last Friday, the strategic plan was adopted. One change made to the program objectives was to strengthen Associate of Arts and Science Degrees. BOG is reviewing governance policies. The policy regarding interaction of BOG with EdCo states that BOG has the responsibility to work with EdCo through the President or delegate as per the College and Institutes Act. EdCo is mandated to advise the BOG. Attended the Financial Audit Committee of the Board as a guest.

### 6.2 CPAC – Brian Butler

Report provided via email and posted to the portal

*Tabled*

### 6.3 A5 – Deb Stava

*Tabled*

### 6.4 FNC – Adrian Carlick

*Tabled*

### 6.5 Clusters

*Tabled*

There was not enough time to finish the Reports section. Items 6.2 -6.5 were tabled.

**Meeting adjourned at 12:05 PM**

Next meeting: December 14<sup>th</sup>, 2012, Rm 208, 10-12 PM

**Certified Correct:**



---

Vice Chair

---

Recording Secretary