

**MINUTES OF THE
EDUCATION COUNCIL Meeting**
February 16, 2018
Room 208 at 10:00 AM

Present: Catharine White, Marja Burrows, Keisha Reichert, Justin Kohlman, Adelle Jonker, John Dyck, Carrie Nolan, Emily Suderman, Stephen Salem, Tess Motschilnig, Kezia Sinkewicz, Laurie Waye, Marina Carere

Guests: Sarah Grielans, Seth Downs, Stan Bevan, Frances Johnson

Joined by Distance: Mercedes De la Nuez, Trudy Dolan, Dave McKeever, Ang Smith

Regrets: Barb McRae, Dinesh Gautam

Recording Secretary: Jessica Scafe

Meeting called to order at 10:00 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, 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.

<i>EC.18-07</i>	Adoption of the Agenda for February 16, 2018
<i>Carried</i>	<i>Motion to accept the agenda as presented Stephen Salem and Adelle Jonker</i>
<i>EC.18-08</i>	Approval of the Minutes from January 19, 2018 Fixed some misspelled names. Request to send out international committee terms of reference
<i>Carried</i>	<i>Motion to approve minutes with changes Adelle Jonker and Kezia Sinkewicz</i>
<i>EC.18-09</i>	Consent Agenda
<i>EC.18-09.1</i>	Harmonized Carpentry Apprentice Moved to new business.
<i>EC.18-09.1</i>	Harmonized Millwright Foundations – Keisha Reichert Moving from 22 to 24 weeks. The name is changing from Millwright foundations to Harmonized Millwright Foundations. Total program hours are staying the same.

*Motion to accept Harmonized Millwright Foundations with changes from ACPAC
Keisha Reichert and Justin Kohlman*

EC.18-09.2 Parts and Warehousing Foundations – Kiesha Reichert

This is a foundations program and the college has more say over this curriculum. The program will only be offered as a contract basis to begin with as it is not part of our regularly scheduled trades programming. Parts and warehousing has not yet gone through cluster and there are still changes pending. The program is starting before the next EdCo. The graduation requirements may change and although operationally this needs to be passed, it cannot be passed today. One of things that may be changing is the addition of the certificates attached to the program hours (whimis, ect). Trades should engage in a conversation with institutional research.

Education council has agreed to allow this program to receive approval by the group through email when documentation is complete.

*Carried Motion to approve this program by email by February 23, 2018
Emily Suderman and Keisha Reichert*

EC.18-10 Business Arising

EC.18-10.1 K-12 Curriculum Update – Stephen Salem

No updates from K-12 curriculum at this time. There has been discussion around the literacy and numeracy tests and the Registrar strongly suggests we do not use them for admissions. UBC is the PSI (Post-Secondary Institute) indicating that they will be using them. BCTLC (BC Teaching and Learning Council) is looking at developing a provincial form so BC institutions will know what to expect.

EC.18-10.2 Taskforce Updates (CMS) – Stephen Salem

The committee has had its first higher level meeting with courseleaf to get the project going. We are working at implementing the catalog first and it should go live in June. Curriculum management software implantation will begin in May. There was a large discussion at the meeting regarding the terms catalogue and calendar. There is some confusion around what the difference is between them. Education council recommends these terms should be discussed at the policy committee for the college as a whole.

EC.18-10.3 International Advisory Committee

This committee is looking at Friday's to run the first meeting. March 9 is the tentative date. Please spread the word as we are seeking members. Catharine White will do a poll for other date recommendations. Mercedes has asked to be on the committee as well as Adelle Jonker and Dave McKeever. There is concern that this committee could overlap with other committees and should ensure it does not cover the same content.

EC.18-10.4 Important Dates - Stephen Salem

No feedback as of yet other than CCP. CCP has requested to add graduation dates to the important date's calendar. In 2022 the spring semester had fewer weeks so that needs to be corrected. Other clusters have not met yet. This will remain on the agenda

until all clusters have reviewed. Recommendation that program reading break dates be included in the document.

Action Items: Stephen Salem to update the important dates and bring back to the EdCo table for final approval

EC.18-11 New Business

EC.18-11.1 Harmonized Carpentry Apprentice Level 2 – Keisha Reichert

Gap A training did not pass at ACPAC, and neither did this program. The program area did not have a discussion with the registrar as was suggested at ACPAC. Gap training did not come to the EdCo table as ACPAC could not make a decision on if it should be its own separate program. EdCo recommends that GAP A training be an optional course of the Harmonized Carpentry Apprentice Level 2 program. All lines need to be removed on the program documentation. One line would say “Harmonized Carpentry Apprentice Level 2” and the second line should say “GAP A training”

Education Council recommends this can be passed once documentation is updated through email as well

Carried Motion to accept Harmonized Carpentry Apprentice Level 2 by email once documentation as been updated by trades

Stephen Salem and Emily Suderman

EC.18-11.2 English as Second Language – Laurie Waye

The funding for this program wraps up on March 31 and this program will be closed on that day. The lack of funding is the main reason why. The contract will be awarded to another non-profit in Prince Rupert.

Carried Motion to close the ESL program on March 31 to align with the ending of LINC funding

Laurie Waye and Stephen Salem

3 abstained

EC-18-11.3 **CCP and BADM Course Deletions – Laurie Waye**

CCP and BADM would like to clean up the website and remove courses that are no longer taught.

Career and College Prep

Cluster (CCP and BADM) made these decisions together.

Action item: Laurie Waye to send Emily Suderman in the Registrar's office a separate document only listed the deleted courses as the document provided listed all CCP courses.

Carried *Motion to remove from the institutional catalogue the CCP courses marked as delete on the attached document*

Laurie Waye and John Dyck

Business Administration

Carried *Motion to remove the institutional catalogue the Business courses that are marked for deletion as well as the international business concentration from the business program offerings.*

Laurie Waye and Seth Downs

Housekeeping: EdCo will vote on these motions today with the caveat that Laurie Waye will work with the registrar's office and Catharine white to finalize the documentation which will be sent out to the group once complete.

EC-18-11.4 **First Nations Fine Arts – Advanced Diploma Program - Stan Bevan**

This program was passed at ACPAC. FNFA has wanted to do a third year for some time. FNFA has found students graduating from the diploma program are lacking confidence and experience. They wanted to develop a program to help students develop business skills so they can develop a business using their artistic abilities. ACPAC had issues with using 300 level courses numbers so FNFA worked with the registrar's office to develop new course numbers.

Education Council went through each course outline and summary form.

Housekeeping Changes: Brief descriptions on all course summary forms need to be updated to reflect the new course numbers. Program title needs to be consistent on all documents. Education council has settled on the title "First-nations fine arts advanced diploma" and documentation should reflect this title. Subject code will change from

	<p>PFNFA to FNFAD and those need to be updated on the program outline and program summary form.</p> <p><i>Motion to accept First Nation Fine Arts Advanced Diploma with recommended housekeeping changes</i></p> <p><i>Stephen Salem and Marina Carere</i></p>
EC.18-11.5	<p>CCP – ENGL 030 – John Dyck</p> <p>Brought down from 150 to 120 hours to reflect the ABE guide. Learning outcomes were also updated to match the ABE guide.</p> <p><i>Motion to approve ENGL 030 changes</i></p> <p><i>John Dyck and Justin Kohlman</i></p>
EC.18-11.6	<p>CCP – Math 0301 and 0302 – Trudy Dolan</p> <p>Updates were done from ACPAC – removed CCP certificate from course description and added “no individual assessment will be worth more than 50%”.</p> <p>This change will update the status of the course from “developmental” to “algebraic”. Learning outcomes were revised to match the articulation guide and the course hours were also reduced from 135 to 130 to align better with CCP course hours and also added learning outcomes to reflect the affective domain.</p> <p><i>Motion to accept Math 0301/0302 course changes</i></p> <p><i>Dave McKeever and Emily Suderman</i></p>
EC.18-11.7	<p>MGMT 270 – Seth Downs</p> <p>New course for business program. This will be a second year elective and not tied to any diploma concentration but was created for the students wishing to do the management concentration. The effective date will be for spring. It went to ACPAC and changes were made and approved by cluster. The pre-reqs were discussed at length at ACPAC and business as advised to remove Permission of Instructor from pre-reqs. The pre-reqs now read as grade 12 or equivalent.</p> <p><i>Motion to accept MGMT 270 with changes</i></p> <p><i>Justin Kohlman and Carrie Nolan</i></p>
EC.18-11.8	<p>Public Administration Program – Seth Downs</p> <p>Small program consisting of only 4 courses. Many students transfer these to Capilano University and complete a degree in Public Administration. After some consultation with CAPU, it was noted that our course numbers need to switch to match CAPU. PADM 201 and 202 were swapped and when our courses transfer, they do not align.</p> <p>Discussion around previous students who took the courses. Some confusion may arise. Course number switch was not approved. The course outlines were updated to match CAPU’s curriculum. Also, permission of instructor is being added as a program prerequisite.</p>

*Motion to accept the changes to PADM 200 course outline
Laurie Waye and Emily Suderman*

*Carried Motion to accept program documentation as amended at Education Council table
Laurie Waye and Stephen Salem*

EC.18-11.9 Post Diploma Business – Seth Downs

Currently students must take ETHC 150 as part of this program. Business would like to add ACCT 151 as option to this program as well. Students can now take ETHC 150 or ACCT 151 rather than just taking ETHC 150.

Discussion around back dating the effective date as students were advised to take ACCT 151 before this came to the table. Education Council agrees to change the effective date from September 2018 to 2017.

*Carried Motion to accept the addition of ACCT 151 to the PDDP program with amended effective start date
Dave McKeever and Justin Kohlman
One opposed*

EC.18-12 Reports

EC.18-12.1 Chair – Catharine White

The last BOG was in December. There was discussion around flag ship programs and there is a lot of work going into developing flag ship programs. It would be useful for someone at EdCo to be a part of that. NWCC is working with Academica (consulting company) to learn more about flag ship programs. Discussion around BOG getting cancelled in February.

EC.18-12.2 FNC – Barb McRae – Tabled – Barb sent regrets for this meeting.

EC.18-12.3 ACPAC – Emily Suderman

Tightening up ACPAC processes. Many of what was on the table today came from the ACPAC table.

EC.18-12.4 EPC – Stephen Salem

All policies were approved at the BOG: Transfer credit, admissions, academic integrity. Life cycle and program review policy are now being developed by the committee.

EC.18-12.5 Educational Planning and Program Review

Almost ready to present program review policy as we are provincially mandated to review our programs. Hopefully by next fall we will have programs moving through the program review cycle. This is a fairly formal process involving surveys and feedback by external bodies and an action plan will be submitted to Education Council.

EC.18-12.6 Educational Practice – Carrie Nolan

COLT is here to assist instructors in their teachings and help them grow in their careers. We are holding luncheons and have monthly community practice sessions. The yurt

was also developed to display how space affects teaching and learning. Carrie is also developing PD activities for instructors including a kayaking field school.

EC.18-12.7

Cluster Reports

ASE submitted minutes from last cluster meeting.

Business - Cluster meeting is in two weeks and they will be approving the schedules for 2018F and 2019W.

Meeting Adjourned at: 2:14pm

Next Meeting: March 16