

**MINUTES OF THE
EDUCATION COUNCIL MEETING**

November 16, 2018
Room 208 at 10:00 AM

- Present:** Adam Nash for Carrie Nolan (Dean of COLT), Catharine White (Chair, UC TE), Evan van Dyke for Dave McKeever (Business), Emily Suderman (Support Staff), Justin Kohlman (VP Education), Ken Burt (President), Ian Hamilton for Kezia Sinkewicz (Library/Student Services), Laurie Waye (Dean of Instruction), Chris Gee for Marja Burrows (Human Services), Stephen Salem(Dir Inst. Research/Registrar), John Dyck (Dev Educ TE), Reto Riesen (UC Regional)
- Guests:** Colin Elliot, Carla Ollenberger, Sarah Grielens, Jessica Scafe, Lorelle Walker
- Video Conference:** Mercedes de la Nuez (Dev Educ Regional), Dinesh Gautam (Support Staff),
- Regrets:** Jaswinderpal Singh (Student, PR), Karmen Smith (FNC Chair)
- Absent:** Damanpreet Singh Bopari (Student TE), Sumitpal Singh (Student TE), Keisha Reichert (Trades/Culinary Arts), Salil Malhotra (Student, Other than TE/PR), Marina Carere (Health Programs),
- Recording Secretary:** Maria Duncan
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Meeting called to order at 10:00 am

CMTN'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.

EC.18-42	Adoption of the Agenda for November 16, 2018
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Carried	<i>Motion to accept the agenda as presented</i> <i>Stephen Salem, Chris Gee, Emily Suderman</i>
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EC.18.43	Approval of the Minutes from October 19, 2018
	<i>Motion to approve the minutes as presented with amendments</i>
<i>Carried</i>	<i>Emily Suderman, Laurie Waye</i>
EC.18.44.	Consent Agenda
EC18.44.1	MPO Grading Profile
<i>Carried</i>	Motion to accept the grading profile for the suite of MPO courses Justin Kohlman, Laurie Waye
EC.18.45	Business Arising
EC.18.40.2	ASE name change – Chris Gee for Kimberly McIntyre
	Notice of motion introduced at the October 19 meeting. Department name change from Adult Special Education (ASE) to Link to Employment and Academic Pathways (LEAP). Coast Mountain College is one of many BC institutions that are moving away from using the title “ASE”. LEAP is a title that is more inclusive, is not limiting. It more accurately represents the capabilities of learners within the program. The government does mandate that our website will still need to be tagged as Adult Special Education.
<i>Carried</i>	
EC.18.45.2	K-12 Update – Stephen Salem
	Vancouver Island University document presented. There are time sensitive pieces that need to be addressed for Gr 11 students picking courses for next year for pre-requisites and admissions requirements. Omnibus motions can expedite process for straightforward changes such as English 12, but there are other courses in the sciences and business that will not be as straight forward. January EDCO meeting as deadline for clusters for new curriculum documentation.
EC.18.45.3	Taskforce Updates:
	CMS – Stephen Salem Catalogue is ready to launch and so is the website. Curriculum management piece is up next. The workflow engine will require faculty involvement. Curriculum documentation will be sent by the software as pieces are approved. It will make it easier to review documentation. Can course discipline be added to the course outline template? There new system can create opportunities to improve the curriculum development process. Bylaws – Catharine White Catharine will send out an email to the membership with proposed dates to work on the bylaw updates.
EC.18.45.4	International Agreements – Justin Kohlman

Updated agency agreement template and subsidiary document. Thevi Pather is completing report next week and back on campus. Goal to have international report done December. Hyeyoung is in the Bahamas recruiting for 10 places for students from the Bahamas. Recruitment trip planned to Philippines. More focus on southern India.

EC.18-46 New Business

EC.18-46.1 Accuplacer cut scores – Ian Hamilton

Establishing the appropriate cut scores has been a work in progress for a couple of years. The cut scores have been established through a pilot project with Business Admin. ECCE and SSW have approved the developed cut scores use as well. UC is meeting soon to discuss. Gr 10 and Gr 11 cut scores for trades use, and potentially other programs, have been set as well.

For admissions purposes, students who have test results below the cut scores will not meet the admissions requirement. Use of invigilated Accuplacer testing may be helpful with the international student admissions process. Other institutions are using the testing. Students who are unsuccessful at meeting the math requirements, it may be possible to admit them with the information that the math upgrading will be required, if clusters choose. Ian will follow up with cluster chairs.

Motion to adopt the Accuplacer cut scores as Ian has presented them provided cluster approval.

Carried

Motion to approve the course changes...

Stephen Salem and Justin Kohlman

EC.18-46.2 EPC: Academic Appeals Procedures – Stephen Salem

Small modifications made to language in several sections. Stephen will take 12.04 back to the policy committee for more discussion. Discussion regarding department minimum GPAs.

Carried

Motion to accept the tracked changes to the Academic Appeals Procedures as presented with the understanding that Stephen will take 12.04 back to the committee for clarification.

Stephen Salem, Ian Hamilton, Laurie Waye

Appeal Definitions

Carried

Motion to add the definitions for restricted enrollment and required to withdraw to the master definitions list

Stephen Salem and John Dyck

EC.18-46.3 EPC: Credential Policy and Procedures – Stephen Salem

Previously, there was a diploma and certificate policy. This new policy and procedure capture that content and includes much more. Duration for completion is now included. Programs can choose their own duration, this will be a default. There is language that allows flexibility. Program changes must include a teach out plan. Also, language regarding double credentials and rescinding credentials.

<i>Carried</i>	<i>Motion to send the Credential policy and procedures for public consultation</i> <i>Stephen Salem and Emily Suderman</i>
EC.1846.4	Update language requirements on the website – Stephen Salem The Philippines is an English language country and Namibia has the same education system as South Africa. We should accept the Speaking and Listening. The Reading and Writing piece will still need to be evaluated. All Philippine post-secondary is in English. <i>Carried</i> <i>Motion to add the Philippines and Namibia as countries that we will accept as meeting the Speaking and Listening requirements.</i> <i>Stephen Salem and Ian Hamilton</i>
EC.1846.5	Summary of Motions – September 2017 – August 2018 <i>Carried</i> <i>Motion to accept the compiled Summary of Motions as presented</i> <i>Reto Riesen and Stephen Salem</i>
EC.1846.6	Inactive courses – Emily Suderman The new catalogue presents our offered courses to students. Currently, there are close to four hundred of courses in our system that have not been offered for a long time for a variety of reasons. To clean up our course list, we need to make courses inactive that no longer have a department to oversee them and that have not been offered in five years. In addition, we need to update the business process to make courses inactivate when programs are updated. The courses could be re-activated, or taken through EDCO again, if so chosen. <i>Notice of Motion to deactivate the list of courses as presented, subject to cluster review.</i>
EC.1747	Reports
EC.1847.1	Chair – Catharine White No meetings to report on currently. The big to do currently is the Bylaw revisions.
EC.1847.2	FNC - Tabled
EC.1847.3	ACPAC – Emily Suderman The November ACPAC meeting was cancelled as there was not anything on the agenda other than updates to the terms of reference. There will be a December meeting.

<i>EC.1847.4</i>	<p>EPC – Stephen Salem</p> <p>There is another meeting scheduled for Thursday afternoon next week. Cluster chairs who receive EPC invites please forward to faculty. Higher attendance at meetings creates more discussion. Next on deck is the Academic Integrity Policy, specifically with Nursing. After that is the grading policy. Faculty involvement would be great.</p>
<i>EC.1847.5</i>	<p>Educational planning and Program Review – Catharine White</p> <p>Presently have a program going through the program review process.</p>
<i>EC.47.6</i>	<p>Educational Practice – Tabled</p>
<i>EC.1847.7</i>	<p>International Advisory Committee – Emily Suderman</p> <p>No meeting to report on currently. Will endeavor to schedule next meeting when Thevi can attend.</p>
<i>EC1847.8</i>	<p>Cluster reports</p> <p>UC: Meeting on Tuesday, K-12 changes discussed at the last meeting and will be addressed again at the next one. Many courses will be coming through ACPAC. Working on 2-year academic plan. Looking at diversity in classes and student numbers. Enrollment trends and capacity of classrooms, and how to work with registration to make numbers work.</p>
<p>Meeting Adjourned at: 11:55 am</p> <p>Next Meeting: EDCO December 14, 2018</p>	