

**MINUTES OF THE
EDUCATION COUNCIL Meeting**
September 21, 2018
Room 208 at 9:00 AM

Present: Catharine White, Holly Hovland (for Stephen Salem), Kezia Sinkewicz, Laurie Waye, Seth Downs (for Dave McKeever), John Dyck, Emily Suderman, Marja Burrows, Carrie Nolan, Reto Reisen, Justin Kohlman, Karmen Smith

Guests: Colin Elliott, Sarah Griliens, Emma Shack, Carla Ollenberger, Fawn Wightman,

Joined by Distance: Laurie Lyn Kallio, Julie Morris

Regrets: Mercedes de la Nuez, Marina Carere, Keisha Reichert, Ken Burt, Dinesh Gautam

Not in attendance: Anne Marie Merkel

Recording Secretary: Tracey Fell

Meeting called to order at 9:04 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.18-30</i>	Adoption of the Agenda for September 21, 2018, with additions: Academic Appeals Committee membership & pre-requisite clarification
<i>Carried</i>	<i>Motion to accept the agenda with additions Marja Burrows and Reto Riesen</i>
<i>EC.18-31</i>	Approval of the Minutes from June 22, 2018
<i>Carried</i>	<i>Motion to approve minutes Emily Suderman and Laurie Waye</i>
<i>EC.18-32</i>	Consent Agenda - No Items
<i>EC.18-33</i>	Business Arising
<i>EC.18-33.1</i>	K-12 Curriculum Update - Catharine White

	<p>General reminder to clusters, grade 11 students high school students are picking courses for Gr12 with their future post-secondary education in mind. Updates to course prerequisites and requirements need to be complete by this December. November 21 the Registrar's group of the province and the Senior Administrators Academic Forum are meeting with the ministry regarding any further details of the K-12 changes. Pat Duncan is replacing Jen Anwin as the Superintendent of Learning at BC Ministry of Education. Catharine has some dates that Pat may be available to come to present to us, Friday Nov 2 the most popular date with Tuesday Oct 30 second.</p>
<p>EC.18-33.2</p>	<p>Taskforce Updates (CMS & Bylaws) – Emily Suderman & Catharine White</p> <p>CIM: CAT is mostly complete. The archivable catalogue that can generate PDFs should be ready by mid-November, maybe sooner. CIM is just starting. The program approval policy that we are looking at today will help with work flow. Timeline for training of faculty is likely between May/Aug 2019.</p> <p>Bylaws: Planning to meet in September, main goal is to clean up the cluster list. Freda Diesing being added to Business, and potentially an extra seat for the Business cluster. Bylaw revisions take a while because they come to EDCO twice. The committee members are Seth, Marja, Laurie Gowan, and Catharine. Stephen and/or Emily to join.</p>
<p>EC18-33.3</p>	<p>International Agreements – Justin Kohlman</p> <p>The Ministry has new International Framework for the province. They are kicking off their new International strategic planning process on Monday. We are also developing our own strategic plan because our five-year plan, developed three years ago, is pretty much done. Intent is to develop new strategic plan in alignment with the Ministry's. Derek has moved on to new opportunities and is not being replaced at this time. Tevi Panther, most recently of North Island College, will be working with us on a contract basis to develop the new strategic plan. Focus on better diversifying our incoming student body. Right now, we have students from 11 countries on campus. Proportionally, the largest group is from India. Also working towards sending more of our students out, and potentially partnering with CNC and NLC within our established agreements, which will be a benefit to our international partners. New agreements with institution in Brazil: Regional Community University of Chapeco. Faculty exchange opportunity in Brazil as well at Uni Cesumar. Partnership with Spratt Shaw as well. They have many students from China and south America. An agreement with Trally University in Ireland creates an international pathway for PCook and ECCE students. We now are also a member of the University of the Arctic, which opens up opportunities for students from Arctic University students to come here to study, and also offers our students the opportunity to attend member institutions to complete their degrees, paying college fees.</p>
<p>EC.18-34</p>	<p>New Business</p>
<p>EC.18-34.1</p>	<p>Mineral Processing Operator – Laurie Lynn Kallio</p> <p>MPO is an entry level Mining program. The next offering is at a remote location, Anaheim Lake, in 2019. It is approximately 11 weeks long. The changes are not to the learning outcomes, only to the number of hours. MPO 102 hours are being reduced</p>

from 104 hours to 64 hours and 7 credits to 4 credits. MPO 103 hour are being reduced from 44 hours to 36 hours and the credits are being reduced by .5.

Marja noticed that there is no cluster signature on the forms, and it was determined that MPO is not listed in the Bylaws as at 2012, and presently does not belong to a cluster.

Although on the surface this is a simple change to the hours, council has identified that there could be value in articulating the learning outcomes to reflect the affective components included in the program materials. This could help the growth of the program: for marketing purposes, to maintain the experiential learning components and expectations through changes, and to align with our strategic direction. The Program Outline is new documentation and requires approval as well. The program Learning Outcomes are insufficient to describe the learning in the program. Recommended that Laurie work with Adam on the learning outcomes. Identified that the MPO assessment needs to be provided for review.

Notice of Motion to add MPO to the Trades cluster

Marja

Tabled

EC.18.34.2 Education Policy Committee – Holly Hovland

Academic Integrity and Appeals Policy and Procedure:

Most of the changes are procedural, the chair has changed to Carrie Nolan. Carrie is a better connection back to faculty and if changes are necessary to documentation. The grounds for appeal language has changed to be clearer regarding unfair grading practice. Addition of timelines for response from faculty.

Carried

Motion to approve the Academic Integrity and Appeals Policy and Procedures as presented:

Emily Suderman and Seth Downs

Admissions and Registration Policy and Procedures

Had been sent to the BoG and returned regarding dual credit student requirements. Some academic requirements can be waived through a POI, but non-academic requirements, such as requiring a CRC or a first aid course, cannot. Auditing language also added, students are charged 1/3 tuition and pay full fees. Also, the addition of language addressing registration overloading procedures.

Carried

Motion to approve the Admission and Registration Policy and Procedures as presented:

Seth Downs and John Dyck

Program and Course Development Policy and Procedures

First pass through EDCO. 7.01.04, feedback at CAT level. Question regarding if this is the most recent version of the document.

Tabled

	<p>Program and Course Definitions</p> <p>To be added to the master list of definitions. Required to accurately describe the status of courses and programs to aid decision making for the Registrar's office in consultation with faculty and clusters. Discussion ensued.</p> <p>Recommend definition of cross list to go back to the Education Policy Committee</p> <p><i>Carried</i> <i>Motion to accept the additional definitions with adjustments to the Master Definitions list</i> <i>Justin Kohlman and Kezia Sinkewicz</i></p>
EC-18-34.3	<p>Sprott Shaw Language Placement – Stephen Salem</p> <p><i>Carried</i> <i>Motion to add the Sprott College English Exit Exam to the language alternatives page (all four language components section). The acceptable cut scores are:</i> <i>English 12 w/pass = 65%</i> <i>English 12 w/C+ = 70%</i> <i>Stephen Salem and Justin Kohlman</i></p>
EC-18-34.4	<p>Academic Appeals Committee</p> <p>Comprised of two faculty from EDCO, two students appointed by the student union, and one student services representative. Faculty members are Reto and Seth, Carrie is the chair. Marja as alternate. Student services rep will probably be either Ian or Kezia.</p>
EC-18-34.5	<p>Academic requirements and conditional acceptances</p> <p>Request for clarification: how do we identify which academic requirements are conditional, and which are required? Is it possible to include this in the program outline?</p> <p>Challenges present to both domestic and international students. When students are conditionally accepted but then do not complete the acceptance condition in time, it puts the students in a very poor position. Can a cluster choose to stop the practice of conditional acceptance to their program.? Whatever is decided needs to be clear, and fair and equitable to the student. We are opening applications for 2019F, if there are changes to be made it should be done presently.</p> <p>Related: consider offering conditional acceptances to Gr11 domestic students to make us more competitive with other institutions.</p> <p>Recommended to go back to clusters for discussions</p>
EC-18-35	<p>Reports</p>
EC-18-35.1	<p>Chair – Catharine White –</p> <p>Board of Governors meeting is October 4 & 5 in Prince Rupert, focused on governance training. International Advisory Committee meeting is on October 5.</p>
EC-18-35.2	<p>FNC – Karmen Smith –</p>

	Karmen is the new chair as of June 22, the first meeting is September 28 in Terrace at the Longhouse. Main purpose is to increase community engagement. Historically, EDCO and FNC have had joint meetings, it would be great to schedule something.
EC.18-35.3	ACPAC – Tabled
EC.18-35.4	EPC –Tabled
EC.18-350.5	Educational Planning and Program Review - Tabled
EC.18-35.6	International Advisory Committee – Emily Suderman – Tabled
EC.18-35.7	Educational Practice – Laurie Wayne for Carrie Nolan 54% of instructors at the college have had contact with COLT in the last four weeks. The COLT calendar of events for the fall will be coming out shortly.
EC.18-35.8	Cluster Reports – Seth Downs for Business Administration Meeting held Friday September 14. 213 unique students in the Business Admin program across all campuses in both first and sections year. Two subcommittees: Visioning of the Future and Advancement, and Domestic Recruitment. Evan VanDyke co-taught a field school in Indigenous Entrepreneurship in Finland over the summer. UC – Catherine Geoscience program under review. Also, lots of students, and planning for next year has begun. Opportunities to offer courses we haven’t been able to offer for a while. Also, increasing faculty which is beneficial. Internal transfers: currently, we do not have any existing internal transfers. Please do not advise students regarding internal transfers until we have them in place. There are forms. Most forms are on the portal, rebranded forms may not yet be on the portal.
	Meeting Adjourned at: 11:18 Next Meeting: October 19, 2018