

Minutes of the Education Council Meeting  
February 15, 2019  
Spruce 208 at 10:00am



Present: Catharine White, Kezia Sinkewicz, Stephen Salem, Colin Elliot as representative for Carrie Nolan, Emily Suderman, John Dyck, Adam Nash, Marina Carere, Seth Downs, Laure Waye, Sumitpal Singh, Damanpreet Bopari, Reto Riesen, Mercedes de la Nuez

Video Conference: Dinesh Gautam, Gordan Urban, Jaswinderpal Singh

Regrets: Justin Kohlman, Keisha Reichert

Recording Secretary: Tracey Fell

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Meeting called to order at 10:01 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 Xbisuut, 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.

EC.19-07	Adoption of the Agenda for February 15, 2019
Carried	<i>Motion to approve the agenda as presented with changes</i> Marja Burrows, Kezia Sinkewicz, Reto Riesen
EC.19-08	Approval of the Minutes from January 18, 2019
Carried	<i>Motion to approve the minutes as presented</i> Stephen Salem, Seth Downs
EC.19-09	<b>Consent Agenda</b>
	No Items
EC.19-10	<b>Business Arising</b>
EC.19-10.2	Business program pre-requisite changes – Seth Downs  As approved by the BADM cluster, the English 12 prerequisite needs to be changed to match the new BC Curriculum. The website can be updated based on this agenda item notice. The program documentation needs to come through EDCO. This includes the Program Outline and all the Course Outlines. It is an opportunity to update the course outlines. Some of the course outlines may need a lot of work if they have not been through EDCO in a long time. Course outlines that have been through more recently may be able to be passed through with just the prerequisite changes.

<i>Carried</i>	<p><i>Motion to replace “English 12 or equivalent” everywhere it occurs as a pre-requisite for the BADM Program and individual BADM Courses with “English Studies 12 or First People’s English 12 or equivalent”</i></p> <p><i>Seth Downs, Marja Burrows</i></p>
<i>EC.19-10.3</i>	<p><b>BADM Internal transfer credit – Seth Downs</b></p> <p>The cluster and Dean have approved the internal transfer credit for BENG 150 to ICT 200 with no concerns. The learning outcomes in BENG 150 do not specifically address the IT environment but are applicable in all business settings. The ICT program has not been offered in several years. This internal transfer is being initiated to address a student with a credential request. After discussion, transfer credit form adjusted to reflect Jan 2006 effective date and changed from one-way transfer to two way transfer.</p>
	<p><i>Information item</i></p>
<i>EC.19</i>	<p><b>K-12 updates – Stephen Salem</b></p> <p>The new curriculum has been finalized and will be implemented this September for grades 11 and 12.</p>
<i>EC.19</i>	<p><b>CIM taskforce updates</b></p> <p>The catalogue that you see on the website is now pulling directly from Colleague. The catalogue will be published in August of every year; September intakes will be locked into that catalogue.</p> <p>The CIM project is still working through the requirements of the data extract, with a timeline of the next month or so before the next step in the project. Faculty involvement will be required for the next step, Bill the view to make sure it makes sense, looks good and has a good flow. The CIM system, when it is in place, will improve the faculty access to documentation, access to the newest documentation, and streamline the process of updating documentation and the ability to create syllabi from the most recently EDCO approved course outlines. Changes to curriculum within CIM will create a workflow that will notify relevant parties for review when necessary and changes can be made in real time. Representatives from the Registrar’s office as well as Faculty who participate in the project to give presentations at cluster meetings once CIM is active, note: in the computer lab if possible.</p>
<i>EC.19-11</i>	<p><b>New Business</b></p>
<i>EC.19-11.1</i>	<p><b>HLPR 101 to HCAS 102 internal transfer credit – Marina Carere</b></p> <p>HLPR 101 was designed as a course for dual credit students, transferable to the HCAS program. To be dual credit it should lead to a post-secondary credential, and this internal transfer accomplishes that. Recent changes to the learning outcomes for HLPR 101 bring it into alignment with the learning outcomes of HLPR 102</p> <p><i>Information item</i></p>
<i>EC.19-11.2</i>	<p><b>Changes to BADM PDD – Seth Downs</b></p> <p>Business computers is being introduced as a requirement in the Post degree Diploma. When the program was designed, it was expected that the students who qualified would already have established computer skills. This has not been the case for many of the students. To address this skill gap, one of the elective requirements is being removed and BCPT 150 is</p>

	<p>being added. The program still includes 18 courses and 54 credits. It felt that the change will serve the students better in the long term, in both completing their credential and to improve their job skills. The change is effective as of Fall 2019. Prior learning assessment will be an option for students who already have the required computer skills. The subject matter expert will be the authority on the PLA process when appropriate. Action items:</p> <ul style="list-style-type: none"> <li>• Addition of BCPT 150 to the Program Summary Form</li> <li>• Update the English prerequisites language in program documentation</li> <li>• Update the program hours to 810</li> </ul> <p><i>Motion to approve the changes to the BADM PDD with the amended changes as above</i></p> <p><i>Carried Seth Downs, Kezia Sinkewicz</i></p>
EC.19-11.3	<p>Discussion of election rules and EDCO bylaws mismatch – Stephen Salem</p> <p>Currently there is language in the Election Rules that lays out regional representation requirements. This is not reflected in the Bylaws. If the regional representation is the will of EDCO then it should be in the Bylaws, and the Election rules should be following the Bylaw requirements. We need to incorporate language that outlines the process for second calls if there are no nominees for designated seats. Information flow to the regional campuses needs to be improved through all steps of the election process to increase engagement of all students. Incorporating second call language into the election rules is the will of EDCO.</p> <p><i>Notice of Motion: to update the EDCO Bylaws to reflect the student regional representation requirements: two Terrace seats, one Prince Rupert seat, one Regional seat</i></p> <p><i>Stephen Salem and Marina Carere</i></p>
EC.19-11.4	<p>Programs to be made inactive – Emily Suderman</p> <p>Emily submitted a list of programs to EDCO that she would like reviewed. The programs on the list either haven't been offered in a long time, or may no longer have a Dean assigned to them, or may not have a coordinator, but are still listed as active. This is a notice that these are the programs that the Records department would like to move through EDCO to be made inactive or obsolete. The goal is to clean up the list of active programs to a list that includes our programs that we are accepting applications for and that for which we have active oversight. The list is open to additions, there are some programs that will be easy to determine, and the clusters will be engaged. Program areas should keep in mind that if a program is put to bed, it can be brought back, and the fees can then reflect what is in line for current day. Otherwise, the fee structures are restricted to the 2% increase per year. The documentation will still exist for revising programs for bringing back. Action item:</p> <ul style="list-style-type: none"> <li>• Catharine and Emily will work with clusters (for programs that have clusters)</li> <li>• EDCO will make the determination for programs that do not have clusters.</li> <li>• Clusters to inform Emily if there are any additions to the list</li> <li>• Ensure to consult with the Continuing Education and Workforce Training cluster</li> </ul>
EC.19-12	<p><b>Reports</b></p>
EC.19-12.1	<p>Chair – Catharine White</p> <ul style="list-style-type: none"> <li>• The next meeting is likely to be a long one, plan on attending until 1:00 or 2:00. Lunch will be provided.</li> </ul>

- Catharine will schedule Bylaw Task Force meetings for March 6 and 13.
- Catharine will reach out to Karmen as we haven't seen her in a little while.
- Joint meeting with First Nations Council information will be sent out soon.
- Applications for Articulation Meetings are due February 28.

BoG reviewed the Strategic Plan, the draft budget was reviewed, the Paddles and Pedagogy presentation was well received.

- Justin gave a presentation on feedback from students and faculty about areas of concerns: One of the areas of student concerns is the student housing.
- Videoconferencing is a concern for both students and faculty. Catharine will give a BoG report at the next meeting.
- International update: the plan is to increase student numbers for international across all campuses and programs and to increase the diversity of the international student representation. The goal is to plateau at a head count of approximately 350 as of fall 2019. The current count across campuses is approximately 250.

*EC.19-12.2 First Nations Council – Karmen Smith - Tabled*

*EC.19-12.3 ACPAC – Emily Suderman*

Terms of Reference are being reviewed, feedback from Bridie and Jill has been requested.

*EC.19-12.4 EPC – Stephen Salem*

The Credentialing Policy was approved at the BoG meeting and is now live. Need to start thinking about time to complete as if a program does not have time to complete language the default will apply.

Records retention has also been approved, it is not a EPC policy. This will likely go back to clusters. Keeping documentation for too long becomes a liability. FOIPP refresher might be a good idea for a Galtsap Day item. Stephen will contact HR about FOIPP training for all.

*EC.19-12.5 Educational Planning and Program Review*

BADM, ACE and Geoscience are all going through program reviews

*EC.19-12.6 Educational Practice – Carrie Nolan*

Oct 25 there will be a teaching symposium being held here. A new feature is the incorporation of K-12 teacher participation, there is a Pro D day. If instructors want to attend, they can plan it in to the schedule. There may be pre-conference workshops on the Thursday.

*EC.19-12.7 International Advisory Committee Report – Emily Suderman*

There is no meeting scheduled at this time, please send agenda items

*EC.19-12.8 Cluster Reports*

BADM is undergoing program review

CCP has submitted schedules

Motion to adjourn meeting at: 11:52

Next Meeting: March 15