

Minutes of the Education Council Meeting
 June 21, 2019
 Spruce 208 at 10:00am



Membership: David McKeever, Sarah Grielens, Jon Stone, Mike Rauschenberger, Seth Downs, Stephen Salem, Kelly Swain (Justin Kohlman), Colin Elliott (Carrie Nolan), Adam Nash (Marja Burrows)

Guests: Kimberly McIntyre, Emily Suderman, Marina Carere, Gordon Weary, Julie Morris

Video Conference: John Dyck, Julie Morris, Tracy Fell, Carla Ollenberger, Lana Reid

Teleconference: Mercedes De La Nuez, Jessica Scafe, Gordon Urban

Regrets: Laurie Waye,

Recording Secretary: Andrea Brousseau

Meeting called to order at 10:10am

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.19-30	Adoption of the Agenda for <i>Motion to accept the agenda with the addition of International Test of English Proficiency (iTEP) and the replacement of Marina Carere with Stephen Salem on the Notice of Motion to Discontinue the Practical Nursing Program.</i> Adam Nash, Kelly Swain
Carried	
EC.19-31	Approval of the Minutes from May 17, 2019 <i>Motion to approve the minutes as presented</i> Seth Downs, Jon Stone
Carried	
EC.19-32	Consent Agenda No Items
EC.19-33	Business Arising
EC.19-33.1	K-12 curriculum update by Stephen Salem

	Anticipate that course outlines will have to go through articulation as course names and terminology change.
EC.19-33.2	<p>CMS Updates – Stephen Salem</p> <p>Onsite pilot training milestone June 18-19, 2019. Faculty attendance included Seth Downs, Regan Sibbald and Dina Von Hahn. User testing will start this fall if July sign off on the functional specifications is met. It may be possible for the system to go live by the end of October 2019. Learning Outcomes of courses and programs pre-system implementation will not be prepopulated but learning outcomes from courses processed through the CIM system will be loaded.</p> <p>Note: Learning outcomes are always required, but currently only tracked on paper copies of program and course outlines.</p>
EC.19-33.3	<p>International Agreements – Stephen Salem</p> <p>No items.</p>
EC.19-33.4	<p>ECCE 222 Name Change</p> <p>Tabled</p>
EC.19-33.5	<p>Criminology Diploma</p> <p>Back to cluster for updates, to be taken off EdCo agenda until new changes are reviewed by ACPAC.</p>
EC.19	<p>Bylaw Updates – Stephen Salem</p> <p>Updates added to current agenda for approval.</p>
EC.19-34	New Business
EC.19-34.1	<p>Field School Permission Form - Gordon Weary</p> <p>Purpose of this form is to interview and inform students of special equipment or skill sets required for participation in certain field schools; and to differentiate between an academic-based permission of instructor request and a field school permission of instructor request. Not currently mandatory for all field schools.</p> <p><i>Carried</i> <i>Motion to accept the Field School Permission</i> <i>Adam Nash, Gordon Weary</i></p>
EC.19-34.2	<p>FNST 050 – Julie Morris</p> <p>This is a grade 12 level course. Course hours changed from 120 hours to 105 hours. Assessment types changed to include Project and Reflection Assignment instead of Research Paper. Course being offered online so students from all campuses can be reached. Previously there were no required learning outcomes. Learning outcomes have been updated to reflect the updated grade 12 learning outcomes and have been reviewed and approved by COLT. Wording on Learning outcomes adjusted from “learners should” to “learners will”.</p> <p><i>Motion to approve all FNST 050 course changes</i></p> <p><i>Carried</i> <i>Stephen Salem, Adam Nash</i></p>
EC.19-34.3	<p>Math 0251 and 0252 – Mercedes de la Nuez</p> <p>Course was previously split into two courses Math 025A and Math 025B and changed</p>

	<p>to only Math 025. Now, because of the volume of content and sponsorship funding implications for students the course is changing back into two courses, Math 025 and Math 0252. Each course will be 75 hours and 2.5 credits.</p> <p><i>Carried</i> Motion to accept new course and outline for Math 0251 Adam Nash, Jon Stone</p> <p><i>Carried</i> Motion to accept new course and outline for Math 0252 Adam Nash, John Stone</p>
EC.19-34.4	<p>NURS 101 and 102 - Marina Carere</p> <p>NURS 101</p> <p>Currently offered at Coast Mountain College and College of New Caledonia. Change in course description and learning outcomes to articulate with NCBNP agreement and to have consistent wording between CMTN and CNC, no concerns from COLT as affective learning outcomes were included in the articulated list. Total credits and hours are dictated in the articulation agreement. Total hours changed to 80.5 and lab hours changed to 15 from 12 to adjust a transcription error.</p> <p><i>Carried</i> Motion to accept changes to NURS 101 course outline. Gordon Weary, Sarah Grielens</p> <p>NURS 102</p> <p>Emphasis that this course has a lab component to practice communication skills and is not solely theory based. Max enrollment 24, and 12 per lab. 45 Lecture hours and 15 Lab hours. Credits granted and hours for these courses must match the transfer institutions in the Agreement, any change to credits must go through approval with the NCBNP collaborative. We can adjust the hours as needed on our side. Previously no assessment or evaluation profile</p> <p><i>Carried</i> Motion to approve changes to NURS 102 course outline Marina Carere, Seth Downs</p>
EC.19-34.5	<p>Northern Collaborative Baccalaureate Nursing Program Outline - Marina Carere</p> <p>Admission requirements changed to reflect the wording in the NCBNP admission requirements for consistency across the collaborative. These admission requirements will be publicly displayed and updated for all affected institutions once the LPN block transfer agreement is solidified.</p> <p>Motion to approve changed NCBNP Admission Requirements</p> <p><i>Carried</i> Adam Nash, Colin Elliott</p>
EC.19-34.6	<p>Notice of Motion to Discontinue Practical Nursing Program - Stephen Salem</p> <p>Based on previous discussions Cluster is agreement that the current Practical Nursing (PN) program does not exist in its current state because of the recent changes to the APN Program. All of the second-year courses in the recently approved APN program have changed from the previous PN program courses.</p> <p>Note: When a program or course is discontinued the records of curriculum of the program or course remain, but for it to run again it must go through ACPAC and EDCO. Discontinuing a program allows for fees to be set above of the 2% increase</p>

	<p>regulation that applies to active or suspended programs. Suspension of a program allows it to be opened again without going through ACPAC and EDCO but it is recommended that programs suspended over 5 years are discontinued. Dean is in support of this motion.</p> <p><i>Carried</i> <i>Motion to discontinue Practical Nursing program</i> <i>Stephen Salem, Sarah Grielens</i></p>
EC.19-34.7	<p>Link to Employment and Academic Pathways (LEAP) – Workplace Literacy and Numeracy (WLN) Program and Course Outlines – Lana Reid</p> <p>WLN Courses</p> <p>Name change from Adult Special Education (ASE) to Link to Employment and Academic Pathways reflected throughout the course outlines. COLT reviewed and updated learning outcomes, there are no provincially mandated learning outcomes for these courses. Prerequisites now listed using Adult Literacy Fundamental (ALF) levels which are the current standard.</p> <p><i>Carried</i> <i>Motion to approve changes to all WLN course outlines</i> <i>Stephen Salem, Adam Nash</i></p> <p>WLN Program Outline</p> <p>Name change from Adult Special Education to Link to Employment and Academic Pathways. Prerequisites now listed using ALF levels which are the current standard.</p> <p>Note: This program allows students to re-enter the educational environment, and as a pathway to entrance into other programs.</p> <p><i>Carried</i> <i>Motion to approve all LEAP WLN program outline changes.</i> <i>Stephen Salem, Adam Nash</i></p>
EC.19-34.8	<p>Link to Employment and Academic Pathways (LEAP) – Workplace Skills Training (WST) Program and Course Outlines – Lana Reid</p> <p>WST and LIT Courses</p> <p>The CMTN WST program is considered a Level 2 program and subject to new provincial articulation guidelines. Learning outcomes have been updated to reflect provincial learning outcomes. Name change from Adult Special Education to Link to Employment and Academic Pathways reflected throughout the course outlines. Prerequisites now listed using ALF levels which are the current standard. Course hours were not changed, and the program required all students to take all courses.</p> <p><i>Carried</i> <i>Motion to approve all WST and LIT course outline changes.</i> <i>Stephen Salem, Adam Nash</i></p> <p><i>Carried</i> <i>Motion to approve all WST Program Outline changes.</i> <i>Stephen Salem, Adam Nash</i></p>
EC.19-34.9	<p>Student EdCo and BOG Election Procedures – Stephen Salem</p> <p>Procedures were updated with consultation from the Student Union to include language addressing appropriate student conduct reflecting expectations outlined in</p>

our Personal Student Misconduct policy and including wording around coercion. Students representatives will now be required to be in good academic standing with no academic sanctions as defined in the Academic Integrity Policy. Student seats per campus were updated to two from Terrace, one from Prince Rupert, and one from Smithers. Process around allocation of seats without nominees was added. Clarification that one year is considered one academic year running from August to July as defined provincially. All candidates will now have an arranged meeting with the EdCo Chair to discuss what it means to be a member of the Councils.

Carried Motion to approve all changes to the Student EdCo and Board of Governors Procedures
Stephen Salem, Kelly Swain

EC.19-34.10 Education Council (EdCo) Amended Bylaws for Approval – Stephen Salem
Changes from previous EdCo motion have been made. Education Council now referred to as EdCo. University Credit (UC) Arts and Sciences cluster now referred to as UC and Applied Coastal Ecology. First Nations Fine Arts program moved to Business Administration (BADM) cluster. Trades cluster changed to Trades and Workforce Training. Infant and Child Mental Health moved to Human Services Cluster. The maximum term of an EdCo Chair has been changed to 3 years. Clarification that EdCo members are expected to participate in at least one subcommittee or task force during their term has been added. Duty of Confidentiality has been removed because EdCo is a public meeting. Wording regarding dereliction of duty has been removed because of the potential conflicts it could cause in a union workplace.

Note: Proportional representation of seats must always be maintained at EdCo and changes to Bylaws require two-thirds approval.

Carried Motion to approve EdCo bylaws and amendments
Stephen Salem, Sarah Grielens

Carried Motion to disband bylaw committee
Adam Nash, Stephen Salem

EC.19-34.11 Academic Integrity and Appeals Procedures Amendment – Stephen Salem
Assigned the responsibility of notifying students of the outcomes of decisions related to repeated offences to the Academic Head/Coordinator; and the Dean if a student must withdraw from the program. Wording outlines that a student who has three strikes in one program and changes their program will start at three strikes in their new program and will be removed after one additional instance of cheating or plagiarism. The goal is to ensure academic integrity and expectations are consistent for students throughout the institution and educational sector. Procedures around communicating instances of plagiarism to be discussed outside of EdCo.

Motion to accept changes to the Academic Integrity and Appeals Procedures

Carried Stephen Salem, Kelly Swain

EC.19-34.12 Transfer Credit Policy for Update – Stephen Salem

Wording regarding situations where transfer credit is granted, and the student is unable to complete the subsequent level of the course has been updated. CMTN will

	<p>not rescind a transfer credit that has already been granted. Students will be allowed to complete a PLA or take the transfer credit course again to make up for deficiencies at their discretion, or if the Cluster advises them to do so.</p> <p><i>Motion to approve all amendments to the Transfer Credit Policy</i> <i>Stephen Salem, Sarah Grielens</i></p>
EC.19-34.13	<p>Granting of Credentials Policy Change - Stephen Salem Credit calculation changed from 45-60 credits to 30-60 credits</p> <p><i>Motion to approve the change to the Granting of Credentials Policy</i> <i>Adam Nash, Seth Downs</i></p>
EC.19-34.14	<p>Add Rwanda to the list of countries considered English as a first language - Stephen Salem</p> <p>Has had English as a primary language in their education system for over 10 years. If they meet the grade 12 equivalent in Rwanda we will accept them as meeting that prerequisite</p> <p><i>Motion to add Rwanda to Coast Mountain College's list of Countries that satisfy the English language standard for listening and speaking</i> <i>Stephen Salem, Seth Downs</i> <i>Jon Stone abstained, No opposed</i></p>
EC.19-34.15	<p>International Language Academy of Canada (ILAC) - Stephen Salem</p> <p>International Language Academy of Canada (ILAC) is an English language school with a physical location in Canada where students progress through an English program and complete a test at the end of the program. Accepted at several other institutions across BC and Canada. Accepting ILAC as a pathway to the College could provide an opportunity to create more diversity in the student population. ILAC 3.1 roughly equals IELTS 6.0 which is an English 12 "Pass".</p> <p><i>Motion to add ILAC PW 3.1 to the list of acceptable entry pathways under the International Requirements.</i> <i>Stephen Salem, Jon Stone</i></p>
EC.19-34.16	<p>Addition of Percentage Grade to Grading Format on ACPAC New or Changed Course Summary Form - David</p> <p>To make the form inclusive for programs and courses that use percentage grades as a primary grading format.</p> <p><i>Motion to Add a Percentage Grade to the ACPAC New or Changed Course Summary Form.</i> <i>Dave McKeever, Stephen Salem</i></p>
EC.19-34.17	<p>Discussion: CMTN Transfer Agreements requiring Course Outline Updates</p> <p>Tabled</p>
EC.19-34.17	<p>International Test of English Proficiency (iTEP)</p> <p>The iTEP score of 3.5-3.9 equates to IELTS 5.5-6.5 according the iTEP academic.pdf (included); thus the middle point has been chosen. This test will facilitate more</p>

students from Mexico to attend the College.

Motion to add iTEP 3.7 to the list of acceptable entry pathways under the International Requirements.

Salem, Adam Nash

EC.19-35

Reports

EC.19-35.1

Chair – Dave McKeever

Tabled

EC.19-35.2

First Nations Council – Karmen Smith

Tabled

EC.19-35.3

ACPAC – Emily Suderman

Tabled

EC.19-35.4

EPC – Stephen Salem

Tabled

EC.19-35.5

Educational Planning and Program Review

Tabled

EC.19-35.6

Educational Practice – Carrie Nolan

Tabled

EC.19-35.7

Cluster Reports

Tabled

Meeting Adjourned at: 2:15

Next Meeting: September 20, 2019