

**SUMMARY OF MOTIONS FOR  
 EDUCATION COUNCIL**  
 September 2012 - August 2013  
 Revised November 2013

September 28, 2012	
1 Carried	<b>Adoption of Agenda for September 28, 2012</b> <b>Motion: Melanie Wilke / Dave McKeever</b> <i>To adopt the agenda for September 28, 2012, with a correction to the Bylaw item to show as Deb Stava's, and a number sign (#) included with the teleconference directions; as well as the following additions: Budget Update – John Krisinger, and EdCo Chair Resignation – Sabine Lundman.</i>
2 Carried	<b>Approval of the revised Minutes from May 25, 2012</b> <b>Motion: John Krisinger / Reto Riesen</b> <i>To approve the revised minutes from the May 25, 2012 meeting.</i>
3 Carried 1 Abstention	<b>Approval of the Minutes from June 29, 2012</b> <b>Motion: Melanie Wilke / John Krisinger</b> <i>To approve the minutes from the June 29, 2012, meeting with the removal of the additional entry of Brian Butler from present in-person to show as only present via videoconference, and with correction to the spelling of Reto "Reisen" to "Riesen."</i>
1.a Carried	<b>Bylaws</b> <b>11.4 Recommendation – Deb Stava</b> <b>Motion: Debbie Stava / John Krisinger</b> <i>To accept the addition of 11.4 as an amendment to the EdCo Bylaws approved at the June 29<sup>th</sup>, 2012 meeting with the wording to be as follows:            "Once approved the amended Bylaws are signed by the Education Council Chair and distributed by the Recording Secretary to the Board of Governors and to the Ministry of Advanced Education, posted to the College website and redistributed to the membership to update their binders. Archived Bylaws for EdCo are maintained by the Recording Secretary."</i>
2 Carried	<b>Terms of Semester</b> <b>Motion: Gerry Gauthier / John Krisinger</b> <i>That the Registrar work with coordinators and academic heads for a recommendation to bring back to EdCo by the November meeting.</i>
3 Carried	<b>Budget Update – John Krisinger</b> <b>Motion: John Krisinger / Kathryn Fullerton</b> <i>To request information about the current exempt management structure; specifically, the number of positions (including titles) and the associated financial compensation for those positions, and a comparison of what the number of positions (including titles) and financial compensation were before the 2012 budget cuts.</i>

2.a	<b>CPAC – Brian Butler</b> The CPAC motions from the meeting of July 13, 2012, were discussed as follows:
Carried 1 Abstention	<b>5.3 Internal Transferability of Computer Courses</b> <b>Motion: Brian Butler / Margaret Brown</b> <i>That EdCo accept the CPAC motion with the correction of typos to ultimately read: “To approve that if a student has taken CPST 040 or CPSC 111, NWCC will grant credit for BCPT 150”; David Try / Brian Butler.</i>
Carried	<b>6.1 PNUR 151 &amp; 152 – Sabine Lundman</b> <b>Motion: Brian Butler / Margaret Brown</b> <i>That EdCo accept the CPAC motion “To approve the changes as presented with the correction of wording from “online” to “hybrid.”</i>
3.a	<b>CPAC – Brian Butler</b> The CPAC motions from the meeting of September 14, 2012, were discussed as follows:
Carried	<b>ACE – Pouyan Mahboubi</b> <b>Motion: Brian Butler / Reto Riesen</b> <i>That EdCo accept the CPAC motion, “To accept the program changes showing the removal of ACE 170 as a requirement for the ACE Diploma; the removal of ACE 121 as a requirement for the ACE Diploma; the addition of ACE 199 as a requirement for completion of the ACE Diploma; that ACE 199 be accepted as an elective for the ACE Certificate; the resulting change to the divisor and net decrease of 2 credits in the program; and the effective date of September 2012.”</i>
Carried	<b>Motion: Brian Butler / John Krisinger</b> <i>That EdCo accept the CPAC motion (with the correction of the typo) to read, “To accept the course changes with the addition of ACE 199 as a 1 credit course to be used as an elective for the ACE Certificate and as a requirement for the ACE Diploma; and that the corrections to the documentation need to be done prior to the EdCo table.”</i>
<b>October 26, 2012</b>	
1  Carried	<b>Adoption of Agenda for October 26, 2012</b> <b>Motion: John Krisinger / Brian Butler</b> <i>To adopt the agenda of October 26, 2012 with the tabling of the ABT Information Item, the addition to New Business of a motion to form a taskforce, and the addition to the Reports section of a BOG report.</i>
2  Carried	<b>Approval of the Minutes from September 28, 2012</b> <b>Motion: John Krisinger / Deb Stava</b> <i>To approve the minutes of the meeting of September 28, 2012 as presented</i>

**3.1 Bylaws: 10.3.1 In-Camera Definition – Deb Stava**

Deb presented a draft definition of in-camera modified to reflect the needs of EdCo as follows:

*In-camera is defined as council meetings closed to the public that cover information not to be recorded in the minutes and are confidential. Such sessions may include discussions related to strategic changes with the potential to impact communities, campuses, or personnel that must remain confidential. Examples of this would include strategic change to the organization where it is reasonable to assume that a community or campus, an individual or individuals may be identified based on the discussions and where release of the information would bring harm.*

Under Robert’s Rules of Order, Council has to vote to go in-camera and vote to come out; there is no need for an in-camera definition. EdCo may never need to go in-camera; the purpose of including a definition in the Bylaws is to provide the definition for several references to the term made throughout the document.

*Defeated*

**Motion: Deb Stava / Margaret Brown**

*To accept the definition of an in-camera session as presented and that it be added to Bylaw 10.1.3.*

**4.2 Review of Student Policies Referencing Dean of Students - Beverly Moore-Garcia**

There are student policies that need reviewing to ensure information is up-to-date. For example, the current procedure for appealing grades and suspensions refers students to speak to the Dean of Students; however, there is no Dean of Students. The Policy Analysis Committee is a subcommittee of EdCo and would be the appropriate body to review NWCC’s policies.

*Carried*

*1 Abstention*

**Motion: Beverly Moore-Garcia / Dave McKeever**

*That the wording in student policies that refers students to the Dean of Students be replaced with the term, “Manager of Student Development.”*

**4.3 Taskforce to Examine Online Education – David Try**

*Carried*

**Motion: David Try / Brian Butler**

*That the Education Council establish a task force to fully examine issues associated with online education including (but not limited to):*

- *Capture NWCC’s collective experience to date with various forms of distance & online education*
- *Identify how NWCC might distinguish or differentiate itself from numerous other PSE institutions currently offering online and distance education options*
- *Identify current best practices in delivery online and distance education*
- *Note any technical limitations or requirements for successful online teaching*
- *Identify other resources that may exist (BC Campus, etc) to support or advance this concept at NWCC*
- *Identify additional resources that may be necessary to support distance education? (e.g. instructional designer, additional evening tech support, etc)*
- *Note any union-based concerns*

*The committee is not a decision making body.*

*The committee's mandate will be to gather and report their findings to the Education Council. They will include a recommendation on the utility of forming an ongoing task force.*

From the EdCo Bylaws:

8.3 Task Forces

8.3.1 The Council resolution creating a task force shall include the following:

- a) A name for the task force;
- b) Reporting procedures and time-lines;
- c) Terms of reference, together with a list of specific duties and responsibilities, and an interim chair.

8.3.2 At least one member of the Council must be included on every task force;

8.3.3 At the first meeting of the task force, a chair or co-chairs must be elected, and;

8.3.4 Task forces shall be created for a specific time (not to exceed one year).

**Motion: Reto Riesen / Brian Butler**

*Carried* That the Taskforce members complete the requirements of Bylaw 8.3.1 and bring back to the next EdCo meeting.

6.2 CPAC

6.2.1 ACE Program Change

**Motion: Deb Stava / Brian Butler**

*Carried* Amendment to Motion from Sept 14 – “a net decrease of two credits to the diploma program divisor with the effective date of September, 2012.”

**November 23, 2012**

1 Adoption of Agenda for November 23, 2012

**Motion: Regina Saimoto / John Krisinger**

*Carried* To adopt the agenda of November 23, 2012 as presented.

2 Approval of the Minutes from October 26, 2012

**Motion: John Krisinger / Melanie Wilke**

*Carried* To approve the minutes of the meeting of October 26, 2012 as presented.

3.4 Summary of Motions ‘11-‘12

From September 2012 and on, EdCo motions are to be tracked in a database. SFU uses a classification system that we may be able to model ours after.

*Carried* **Motion: Brian Butler / Lorrie Gowen**

To approve the summary of motions for 2011 - 2012 as presented.

Carried	<b>Motion: Margaret Brown / Brian Butler</b> <i>To proceed immediately with the process for archiving, tracking, and the retrieval of motions for the EdCo minutes.</i>
<b>December 14, 2012</b>	
1 Carried	<b>Adoption of Agenda for December 14, 2012</b> <b>Motion: Kathryn Fullerton/Regina Saimoto</b> <i>To adopt the agenda of December 14, 2012 with addition Program Review: Terms of Reference.</i>
2 Tabled	<b>Approval of the Minutes from November 23, 2012</b> <i>To approve the minutes of the meeting of November 23, 2012 as presented.</i>
<b>February 22, 2013</b>	
EC13.1 Carried	<b>Adoption of Agenda</b> <i>Motion to adopt the agenda as presented.</i> Regina Saimoto/ Deb Stava
EC13.2 Carried  Carried	<b>Approval of Minutes from November 23, 2012 and December 14, 2012</b> <i>Motion to pass minutes from November 23 as presented.</i> Beverly Moore-Garcia/ Brian Butler  <i>Motion to pass minutes from December 14, 2012 as presented.</i> Reto Riesen/ Deb Stava
EC.13.4.1   Carried	<b>Academic Schedule</b> Research has been completed for 2013 - 2016 academic schedules. Extra stat holiday in February, which particularly affects Monday classes. At this point, the idea is being entertained for a three week break between fall and winter semester 2013/14. The 3 week break does not affect students funded by Student Aid BC. Research is continuing for students funded by bands, TRICORP or other funders.  <i>MOTION: that the academic calendar for the year 2014-16 will be developed by the registrar's office and sent to EdCo and then posted to website.</i> Reto Riesen/ Mikael Jensen.
EC.13.5.2	<b>CPAC - Brian Butler</b> Feb 8 <sup>th</sup> meeting included housekeeping for Pcook1 that was proposed and will be brought forward to EdCo at a later date. Discussion of Trade prerequisites and other institutions with higher entrance admissions. Our prerequisites do meet ITA standards and we do not want to change them.

NCBNP changed admission requirements, and is also looking to add a policy regarding people who may need to be reassessed after a time away from clinical practice. Approved at CPAC and will be brought forward in April.

Carried

*Motion for membership of CPAC to recognize Mikael Jensen as the student representative. Passed by unanimous vote.*

**March 22, 2013**

EC.13-6

**Adoption of Agenda**

Request an additional agenda item “Articulation Committee Meetings”

Remove an agenda item “Workforce Training Tuition Increase - Lorrie Gowan”

Carried

*Motion to adopt the agenda as amended.*

Ian Hamilton/ Brian Butler

EC.13-7

**Approval of Minutes from February 22, 2013**

*Motion to pass minutes from February 22 as presented.*

Carried

Reto Riesen/ Mikael Jensen

EC.13-8.1

➤ **Elections & By-elections Update - Deb Stava**

○ **Student Seat**

Carried

*Motion to open the student seat to any campus.*

Mikael Jensen/ Brian Butler

Carried

*Move to work with the registrar and bring back a recommendation to amend the practice around geographical student seat distribution on EdCo.*

Mikael Jensen/ Reto Riesen

EC.13-8.4.1

➤ **Academic Schedule 2014 - 2016**

Winter semester is 16 weeks, including reading break. The following end dates will need to be changed for the years 2014, 2015, 2016 to the following: April 24, April 23, April 22, respectively.

The spring semester starts may also require an amendment, if so the spring semesters starts would be the following: April 27, April 26, April 25 for 2014, 2015, and 2015 respectively.

Carried

*Accept the academic schedule as amended and post to the website*

Reto Riesen/ Ian Hamilton

EC.13-9.1

➤ **Articulation Committee Meeting**

Given how important it is for university credit students to be able to transfer, EdCo supports pushing for adequate attendance of provincial articulation meetings. EdCo acknowledges that the power of the following motion doesn't have the ability to directly change the budget, but affirms the importance of transfer credit as the academic integrity and financial stability of the college. It will fall to the budget committee to find the resources.

The Council explicitly stated that this is not solely a concern of University Credit courses but includes Trades, Business Administration, Nursing and GEU courses.

*Given how important the transferability of courses for students EdCo urges the college to adequately support attendance of articulation meetings by allocating appropriate funding.*

Reto Riesen/ Mikael Jensen

EC.13-9.2

➤ **CPAC**

➤ **NCBNP – Amanda Kirkham**

○ **Immunizations**

Northern Health has changed policies around the immunizations and flu vaccinations required by staff. To reflect the need of students to complete their practicum within a Northern Health setting, the Northern Health policies must be reflected within the program policies. This also includes CPR recertification every 2 years as a health professional under Northern Health.

Carried

*Motion to amend the NCBNP policies as presented.*

Amanda Kirkham/ Brian Butler

Immunization and CPR Certification:

*All students accepted into the NCBNP are sent documentation and information regarding immunization policies. Once accepted into the program, all students must submit:*

➤ *A record of immunization status. The following immunizations are strongly recommended and the current status of each are to be submitted:*

- *Diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B and varicella*
- *A Mantoux test (PPD) for tuberculosis*
- *Menningococcal C conjugate for those born on or after January 1, 1988*
- *A yearly influenza vaccine. Submission deadline to be announced annually based on release date of vaccine*

*Completed immunization form must be submitted to the Admissions Office at the institution the student is currently attending prior to September 30 in the first year of attendance. Failure to do so may result in the student not being allowed to practice in the clinical setting.*

➤ *Documentation of CPR certification, level C, which must be successfully maintained throughout the*

*program. Proof of CPR certification (and re-certification, as needed) must be submitted prior to commencement of classes.*

- *CPR must be recertified every two years regardless of expiry date on the card.*

- **Admissions**

NCBNP required consistency regarding admissions requirements and has proposed that only the percentage grade will be considered for admittance to the program. The current minimum requirements for the specified Math, Chemistry and English courses have been increased from 65% to 67%.

Carried

*Motion to pass the changes as presented.*

Amanda Kirkham/ Mikael Jensen

*Applicants must:*

*Meet UNBC admission requirements, and*

*Have completed the equivalent of the following BC secondary school courses with a minimum 67% in each course:*

*One of Foundations of Mathematics 11, Pre-calculus 11, or Principles of Math 11*

*Chemistry 11*

*English 12*

*Have completed the equivalent of Biology 12 with a minimum of 73% within 5 years prior to the semester of admission to the NCBNP*

- **Time Lapse Between Clinical**

The current NCBNP policies allow a 1 year leave of absence. Students will need to pass a structured, observed test by a faculty member to assess competencies before clinical practice. The staff had implemented this strategy in practice, and would like to formalize the policy.

Carried

*Motion to pass the NCBNP policy as presented.*

Amanda Kirkham/ Beverly Moore-Garcia

*Time Lapse Between Clinical:*

*Students who are out of clinical practice in a Nursing education program for more than 18 months will be assessed to determine what clinical practice remediation is needed. This may include repeating clinical courses taken previously, regardless of whether the student successfully completed the course.*

*Students reapplying to the program after a leave of over 18 months will need to be re-evaluated as to the level at which they will need to re-enter the program.*

**April 26, 2013**

<p><i>Carried</i></p>	<p>The Council wishes to add Educational Directions under New Business and a CCP update under Clusters Reports.</p> <p><i>Motion to adopt the agenda as amended.</i> John Krisinger/ Beverly Moore-Garcia</p>
<p>EC.13-12</p> <p><i>Carried</i></p>	<p><b>Approval of Minutes from March 22, 2013</b></p> <p>Correction to the Cluster report from the Chair. The minutes should read: “Chair attended Board of Governors meeting in Kitimat and reported that the President presented on one of the ends of policy on governance, which focused on being responsive to the needs of our population.”</p> <p><i>Motion to pass minutes from March 22 as amended.</i> Beverly Moore-Garcia/ Ian Hamilton</p>
<p>EC.13-13.5</p> <p><i>Carried</i></p>	<p>➤ <b>Academic Schedule 2014 – 2016</b></p> <p>Winter semesters were adjusted to the following end dates for the years 2014, 2015 and 2016, to April 25, April 24, and April 22, respectively.</p> <p>The Academic Schedule was uploaded to the Education Council portal and will be posted on the website.</p> <p><i>Education Council approves the academic schedule as amended.</i> Deb Stava/ Reto Riesen</p>
<p>EC.13-14.3</p>	<p>➤ <b>Associate of Arts; Archaeological &amp; Cultural Resource Management Specialization – Sheree Ronaasen</b></p> <p>The department of Archaeology has noted logistical difficulties in obtaining the associate of arts requirements for the archaeological &amp; cultural resource management specialization. The proposed program requirements will increase flexibility of the degree across the college region.</p> <p>Specifically, the program requirements indicate 6 credit hours of field school and separately list specific 200 level Anthropology courses. However, no anthropology 200 level course is offered outside of field school and the students cannot take one course to satisfy 2 requirements. As well, some courses are only offered in the Terrace campus, making it difficult for students in Smithers to complete the specialization.</p> <p>Amendments and Suggestions: Education Council expressed concern that not all FNST are humanities and requested that it be further clarified for students.</p>

	<p>Changes were made to indicate which FNST courses would satisfy the humanities requirement, and added any First Nations language course. The document of courses contained a typo “20010/2011” which needs to be deleted.</p>
<p>Carried 1 Against</p>	<p><i>Motion to pass with changes</i> Ann Marie Merkel/ Steven Verblac</p>
<p><b>May 31, 2013</b></p>	
<p>EC.13-16  Carried</p>	<p><b>Adoption of Agenda</b>  <i>Motion to adopt the agenda as presented.</i> Deb Stava/ John Krisinger</p>
<p>EC.13-17  Carried</p>	<p><b>Approval of Minutes from April 26, 2013</b>  Two corrections to the minutes were noted: the word “schedule” was missing after academic; “type” should have said “typo”  <i>Motion to pass minutes from April 26 as amended.</i> John Krisinger/ Julia Moore</p>
<p>EC.13-18.2  Carried</p>	<p>➤ <b>Social Service Worker Program – Marja Burrows</b> SSW 192 and SSW 197 course prerequisites were changed to reflect the changes happening in regards to the course schedules.  <i>Motion to approve the changes as outlined on the document to SSW 192 &amp; SSW 197.</i> Marja Burrows/ John Krisinger  Marja Burrows left the meeting at 10:17 a.m.</p>
<p>EC.13-18.3  Carried</p>	<p>➤ <b>EdCo Goals re: Educational Directions Document</b> Irlanda Price, on behalf of Beverly Moore-Garcia, requested confirmation of the Education Council goals that will be published in the Educational Directions Document.  <i>Education Council has identified program review and educational policy development as a priority for 2013-2014 year.</i> Irlanda Price/ Ann Marie Merkel</p>
<p>E.C.13-19.1</p>	<p>➤ <b>Associate of Arts; First Nations Studies Specialization – Judy Thompson</b></p>

Moving forward there are some minor updates to the Associate of Arts degree with the First Nations Studies Specialization. When the program was originally presented the courses were new and originally labeled 1XX or 2XX. The courses now have proper names and numbers. A few more university credit courses have been added to the list of courses with First Nations content.

Carried

*Motion to accept the changes to the Associate Degree of Arts with the First Nations Studies specialization.*

Dave McKeever/ Kim McIntyre

EC.13-19.2

➤ **Business Administration**

EC.13-19.2.1

○ **Human Resources Concentration**

Business Administration has put together a Human Resources concentration that will include 3 new courses.

Carried

*Motion to accept the Business Administration Diploma with the new Human Resource Concentration. The specialization will include the 4 following courses for the Human Resources designation:*

- (1) MGMT 258 Training and Development
- (2) MGMT 257 Recruitment and Selection
- (3) MGMT 255 Human Resources Management
- (4) MGMT 253 Labour Relations

Dave McKeever/ Reto Riesen

EC.13-19.2.2

Carried

○ **MGMT 257 – Recruitment and Selection**

*Motion to accept the course MGMT 257 – Recruitment and Selection, pending updates to the course outlines to include the course number.*

EC.13-19.2.3

Dave McKeever/ Mercedes de la Nuez

Carried

○ **MGMT 258 – Organizational Training and Development**

*Motion to accept the course MGMT 258 – Organizational Training and Development, pending updates to the course outlines to include the course number.*

EC.13-19.2.4

Dave McKeever/ Mercedes de la Nuez

Carried

○ **ECON 151 – Principles of Macroeconomics**

The outline should be changed to “principles”.

EC.13-19.2.5

*Motion to accept ECON 151 – Principles of Macroeconomics with an alternate delivery method, which includes online discussion in the evaluation profile.*

Carried

Dave McKeever/ Ann Marie Merkel

<p>EC.13-19.2.6 Carried</p>	<p style="text-align: center;">○ <b>TAXN 250 – Taxation 1</b></p> <p>Motion to accept the name change to TAXN 250, Taxation 1. Dave McKeever/ Ian Hamilton</p>
	<p style="text-align: center;">○ <b>TAXN 251 – Taxation 2</b></p> <p>The motion to accept Taxation 2 as a new course with the suggested number of TAXN 251, the number to be confirmed by the Registrar. Dave McKeever/ Ian Hamilton</p>
<p>EC.13-19.3          Carried</p>	<p>➤ <b>NSERC Research Policies – Irlanda Price</b></p> <p>The Integrity in Research and Research Involving Human Subjects policies have been vetted and recommended for approval by Program Review Committee, Policy Review Committee and Education Policy Analysis Committee. The policies were developed by many institutions that have received NSERC certification and tailored to NWCC. To meet NSERC criteria, the policies must be approved by the Board of Governors.</p> <p>Motion to accept the NSERC policies as presented, effective May 31, 2013. Irlanda Price/ Kimberly McIntyre</p>
<p>EC.13-19.5  Carried</p>	<p>➤ <b>Devolution of Powers CPAC</b></p> <p>That Education Council devolve authority to CPAC to carry out the business of EdCo over the summer pending review by Education Council at their first fall meeting. Dave McKeever/ Reto Riesen</p>
<p>EC.13-20.1          Carried</p>	<p>➤ <b>Chair – Reto Riesen</b></p> <p>Board of Governors met on Friday, the budget has been approved by the board. Operations will start to be measured by key performance indicators (KPIs), but exactly what the measurements will be has not yet been decided. There is a board committee that has been struck, with Herb Pond as the chair.</p> <p>Motion to advise the Board of Governors that Education Council is interested in providing input to the development of the key performance indicators. Reto Riesen/ Ann Marie Merkel</p>
<p>August 23, 2013</p>	
<p>EC.13-21</p>	<p><b>Adoption of Agenda</b></p> <p>Chris Gee requested an additional item on the agenda regarding ECE programming, as EC.13-24.5.</p>





**Motion:** Katherine Fullerton and John Krisinger

*Program offering not to change for Special Education Assistant and Early Childhood Education until they meet with the Advisory Board.*

*7 in favour and 2 opposed*

*Carried*

**Motion:** Reto Riesen and John Krisinger

*To strike a task force with Northwest Community College management and Early Childhood representatives. ECE areas are asked to find ways to preserve ways for the students to finish the program in the allotted time of 1 year.*

*Carried*

EC.13-25.3

➤ **Education Policy Analysis**

Program Review Policy is urgently needed as the process waits for this policy to be approved by Education Council.

**ACTION ITEM:** Review policy document and send comments to Gerry by August 30, 2013. Gerry will compile the final document and it will be distributed by September 9. Voting on the final document will take place for 5 business days and end on September 13, 2013.

*Motion: an email vote will be made to accept the Program Review Policy as delineated by the schedule written above, and will be completed on Friday, September 13, 2013.*