

**MINUTES OF THE
EDUCATION COUNCIL MEETING**

September 28, 2012
Room 208 at 10:00 A.M.

Present: Sabine Lundman (Chair), Melanie Wilke, Debbie Stava, Dave O’Leary (Beverly Moore-Garcia), Gerry Gauthier, John Krisinger, Dave McKeever (John Turner), Kathryn Fullerton

Recording Secretary: Allison Conway

Videoconference: Reto Riesen

Teleconference: Brian Butler, Margaret Brown, Adrian Carlick, Regina Saimoto (Lianne Gagnon)

Guests: Dianne Bell, Lael McKeown, Phil Saunders

Regrets: Amanda Checkley

Call to Order: Sabine Lundman called the meeting to order at 10:05 A.M.

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.

1. Adoption of Agenda for September 28, 2012

Motion: Melanie Wilke / Dave McKeever

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.

Carried

2. Approval of the revised Minutes from May 25, 2012

Motion: John Krisinger / Reto Riesen

To approve the revised minutes from the May 25, 2012 meeting.

Carried

3. Approval of the Minutes from June 29, 2012

Motion: Melanie Wilke / John Krisinger

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.”

*Carried
1 Abstention*

Old Business

1. Bylaws

a. 11.4 Recommendation – Deb Stava

Motion: Debbie Stava / John Krisinger

To accept the addition of 11.4 as an amendment to the EdCo Bylaws approved at the June 29th, 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.”

Carried

ACTION: Allison will create a place on the EdCo portal for archived EdCo Bylaws.

b. 10.3 In-Camera Definition – Deb Stava

Deb is working to develop the wording of EdCo’s definition of “In-Camera” for the Bylaws to bring back to EdCo.

Tabled until October 2012

2. Elections and Bi-Elections – Deb Stava

Point of Order: Dave McKeever is still representing the Developmental seat on EdCo until after the EdCo elections.

Bi-elections and student elections for EdCo are underway; nominations close October 5th. The BOG bi-election closes Sept 28th at 4 PM. FNC elections are happening for 3 student seats representing 1 each from Smithers, Prince Rupert, and Terrace. Nominations for Terrace and Prince Rupert have been received; nominations close Sept 28th at 4 PM. The nomination process will depend on the number of nominations received.

New Business

1. EdCo/BOG Schedule

The EdCo meeting schedule conflicts with the BOG schedule on the June 21, 2013 date.

ACTION: Allison will send out proposed dates to Council members.

Tabled until October 2012

2. Terms of Semester – Deb Stava

A new statutory holiday has been introduced: Family Day. Deb has polled institutions and found that most haven't adjusted semesters for the current year; some have identified the stat as coinciding with their reading weeks. NWCC will need to look at semester start and end dates, and reading week, for the next three years.

Motion: Gerry Gauthier / John Krisinger

That the Registrar work with coordinators and academic heads for a recommendation to bring back to EdCo by the November meeting.

Carried

3. Budget Update – John Krisinger

Motion: John Krisinger / Kathryn Fullerton

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.

Carried

There was discussion about privacy issues. Financial compensation information is available through the Ministry of Advanced Education website, which may not be up-to-date. An information package was compiled by the Registrar's Office last spring or fall and sent to MAE for public information. A member reported talking with a Ministry representative that stated NWCC did not report. Some members voiced concern that Education Council may be the wrong forum for this matter.

ACTION: John Krisinger will give his information to Dave O'Leary.

3 Abstentions

4. EdCo Chair Resignation – Sabine Lundman

Sabine formally announced her step-down from the Education Council Chair. Elections will take place at the October 2012 EdCo meeting. In the absence of a member stepping forward to assume the Chair duties, the responsibilities would go to the Vice-Chair, Melanie Wilke. Both Sabine and Melanie have short-staffed departments; Sabine is in overload. The position provides 25% release time. Sabine will continue to be the Health Representative for EdCo. Reto Riesen will attend the Board of Governors retreat in Terrace on October 18th and 19th on behalf of Sabine and Melanie, who are unable to attend. John Krisinger is available to attend on the 18th. If Reto cannot make both days, he will coordinate with John for coverage. EdCo should have a replacement strategy for members – nobody should be irreplaceable. Succession planning should be discussed.

Reports

1. EdCo Chair – Sabine Lundman

Sabine was sworn in at the last Board of Governors meeting and let them know it would be her last meeting as the EdCo Chair. A presentation was given from Tahlia regarding Information Technology and related future plans (upgrading systems – shared drive, network infrastructure, Help Desk). Jim Reed, President of BC Colleges, gave a presentation regarding the climate around upcoming elections and going forward with lobbying plans to

have NWCC's voice heard at the government level. Elections took place and resulted in Rhoda Witherly as Chair, Herb Pond as Vice-Chair, and Donny Van Dyke, Finance. A brief presentation of the draft Strategic Plan was also given.

ACTION: Allison will invite Tahlia to the October EdCo meeting to give a presentation.

2. CPAC – Brian Butler

The CPAC motions from the meeting of July 13, 2012, were discussed as follows:

5.3 Internal Transferability of Computer Courses

Motion: Brian Butler / Margaret Brown

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.

*Carried
1 Abstention*

6.1 PNUR 151 & 152 – Sabine Lundman

Motion: Brian Butler / Margaret Brown

That EdCo accept the CPAC motion "To approve the changes as presented with the correction of wording from "online" to "hybrid."

Carried

The CPAC motions from the meeting of September 14, 2012, were discussed as follows:

3. a) ACE – Pouyan Mahboubi

Motion: Brian Butler / Reto Riesen

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."

Carried

Motion: Brian Butler / John Krisinger

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."

Carried

CPAC Housekeeping Item

PNUR courses that were previously deactivated by CPAC were physically recorded as deactivated in the course program folders; as were all HSRC courses.

4. c) ECON 150 – David Try

This item was brought to CPAC because of changes in evaluation due to a switch in course delivery from in-person to online; the evaluation profile now includes marks for participation and online discussion. The title of the course should read "Introduction to Microeconomics" not "Principals".

The group discussed whether there is a difference among levels of participation between face-to-face and online? Audio levels fluctuate when students ask questions. It can be difficult to juggle mediums.

Is there a maximum class size for the course? The course is online; there is no requirement to attend; a classroom is available. Lectures are recorded and available on-demand.

Does BCGEU have a limit to class size for teleconference and videoconference? ICT and ABT are delivered online. The divisor for course workload is different.

ACTION: Deb will bring information on this back to the next EdCo.

ACTION: Allison will let Dave know to send the updated outlines.

Tabled until October 2012

3. A5 – Deb Stava

There has not been a meeting yet this fall. Deb is looking for cross-representation.

ACTION: Deb will put a request out to people and schedule a meeting prior to the next EdCo.

4. FNC – Adrian Carlick

FNC has been focused on updating the Terms of Reference and Stepping Stones Document. A motion was made to add 3 student seats on FNC: 1 from Prince Rupert area; 1 from Smithers; and 1 from Terrace. FNC is currently endorsing a movement to change legislation to have official representation of FNC on BOG.

FNC received a letter from CCP regarding budget cuts and are drafting a letter in return.

Rhonda Ross has retired and is no longer the recording secretary for FNC. A thank you letter will be sent.

5. Clusters

a. **Health – Sabine Lundman:** No meeting. Short-staffed.

b. **UC – Reto Riesen:** Low enrolment: about 15% less than last year in Terrace; 30% in Prince Rupert, and 30% in Smithers. Academic planning will take place. Student address information for the purpose on seeing if students are travelling to other NWCC centers for education is available through the Registrars' Office.

c. **Student Services – Dave McKeever:** Met in May. New manager, Irlanda Price, was formally introduced. A budget was submitted to change from CAT 4 to CAT 3; approval received; will be put into place soon. Student Services is moving in the direction towards having a live advisor much like that available in the library. A new EARSS form is available at the bottom of every webpage for faculty to request help for students in need from Student Services.

d. **Human Services – Kathryn Fullerton:** Nothing to Report.

e. **ICT – Brian Butler:** Haven't formally met. Numbers are down from last year for ICT; up for ABT. Change in recording structure – online collaborative now report to Regina Saimoto.

f. **BADMN – Dave McKeever:** Discussed who on the cluster would represent the groups: David Try – CPAC; Al Sande – Ed Tech and Virtual Instruction Support Advisory (VISA) Committee; Sylvie Krabes – STEM.

ACTION: Dave McKeever will tell Sylvie send her name to Irlanda Price as the STEM rep.

The video conference process has seen very few problems this year compared to last. There is, however, one outstanding issue – who will open the classroom and get it ready on the receiving end. Postings are up for new positions to add that capacity to support distributed learning (trouble-shooting tech support for distance delivery,

sending assignments to instructors).

g. Library – Melanie Wilke: Haven't met. Short staffed.

The meeting adjourned for a short recess and reconvened at 12:30 PM for a presentation of NWCC's draft Strategic Plan for the purpose of gathering input from EdCo on how to improve the goals and objectives defined.

Additional Guests: Judy McCloskey, Phil Bialobzyski, David Try

Regrets: Deb Stava

The presentation began with a review of the Board Defined ENDS: a vision of what NWCC ascribes to be; as well as the Values and Operating Principles. The group moved on to the Priority Planning section, which includes 6 themes in which the goals and strategies are set. The goals and feedback are as follows.

1. Programming

- Make the goals "SMART". Once BOG approves the plan, the program heads will meet with teams to determine how their areas can achieve the goals.
- Is "post-secondary" the appropriate terminology? We have a large developmental program. "First choice for developmental, industry, and post-secondary education."
- "Will be" not "Will become."

2. WTCS

- "That will propel 'it' forward". Convolved. Many things going on. Rewrite of this sentence to focus on the student.
- How can we as a College successfully "integrate"? We can insure they "prepare."
- Integrate vs. Participate
- Expand existing partnerships beyond just post-secondary institutions.
- We need a balance of training opportunities available in our regions. Decentralize.
- "Flexible delivery" is ambiguous. Would like to know more about how that would look.
- Objectives are written in a way that does not restrict.
- Increase accessibility?

3. Student Development

- Clarify the "technology" to implement student success. Digital, computer, simulator training...
- "Use of technology"
- Do we have a "student success model"? Should be "incorporates" not "includes."
- Could focus on promoting a first step in a career in addition to course offerings.
- There is too much focus on developing students for the market. Should focus more on meeting needs of community. Students are more than social capital for the marketplace.
- Change "Collaborate with staff and faculty 'for'..." to "... 'on'..."
- "Post-secondary" is referred to many times for the benefit of understanding for those who are not internal – wide audience range.

4. Distributed Learning

- Tighten up statements.
- Delete “Respond to student needs.”
- “Build on the ability to ...”
- Cut “Expand on its use of”.
- Don’t limit our offerings.
- Use our environment to facilitate learning. Learning in place.

5. Culture and Inclusion

- Change “international” to a cultural reference – perhaps “multicultural.”
- Internationalizing the institution is key goal of the Ministry.
- “Grow capacity for student mobility” needs some rewording.
- “Create a benchmark...” sounds more like a goal.

6. Partnerships

- Need to get the number of words down in the entire document.
- Need to be able to respond in a timely manner.
- We have many partnerships that are not formalized. They need to be quantifiable in some way. Acknowledgement. Clarity. Be able to provide an example.
- Partner with communities, not just Aboriginal communities.
- Is the word “communities” missing from the last bullet, as well as “NGOs”?

Further input can be directed at Ali McDougall, ext: 5418 or amdougall@nwcc.bc.ca.

Next meeting is at October 26, 2012

Motion to adjourn at 1:30 PM: Melanie Wilke / Sabine Lundman

Certified Correct:



Chair



Secretary