

**MINUTES OF THE
EDUCATION COUNCIL MEETING**

October 25, 2013
Room 208 at 10:00 AM

Present: Reto Riesen (Chair), Larry White, Dianne Bell, Anne Marie Merkel, Steven Verblac, Catharine White, Chris Gee, Rocque Berthiaume, Kim McIntyre, Debbie Stava, Juila Moore, Denise Henning, Kathy Haley, Ian Hamilton, David Try

Videoconference: Sherry Beal, Mercedes de la Nuez, Regina Saitomo, Harold Schaefer, Brandon Gosnell

Regrets: Adrian Carlick, Brian Badge, Gerry Gauthier, Doran Mitchner, Dave McKeever

Recording Secretary: Meredith MacLeod

Call to Order: Reto Riesen called the meeting to order at 10:03 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, 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.13-26	<p>Adoption of Agenda</p> <p><i>Motion to adopt the agenda as presented.</i></p> <p>Carried Steven Verblac/Kathy Haley</p>
EC.13-27	<p>Approval of Minutes from August 23, 2013</p> <p>Regina Saitomo is named twice in Regrets.</p> <p>Correction to the Business Administration Free Textbook Trial report. The word "example" was missing after for; the minutes should read: "Other instructors, for example BIO 101 in Prince Rupert, wanted to try a new textbook. Some instructors also support older versions of textbooks to reduce costs to students."</p> <p><i>Motion to pass the minutes from August 23, 2013 as corrected.</i></p> <p>Carried Julia Moore/Kim McIntyre</p>

David Try joined the meeting at 10:10 a.m.

EC.13-28 **Business Arising**

EC.13-28.1 ➤ **Distributed Learning Task Force—David Try**

The Distributed Learning Task Force will identify gaps or issues in order to successfully move forward. The task force will find a way to proactively and constructively address those issues in order to make distributed learning a viable option for courses from NWCC. As the Strategic Plan ends in 2017, the task force will work through that time frame as well.

Carried Motion to adopt the Distributed Learning Task Force report.
 Rocque Berthiaume/Reto Riesen

EDCO recommends revisiting the task force annually, giving direction for goals of the year, looking at the measurement of achievements of those goals every 6 months, and reviewing membership annually.

The task force is in need of members, searching for representation from different areas. David Try will lead as Chair, others have volunteered as members including Brian Butler, Kim McIntyre, Kathy Haley and Reto Riesen. The task force will be added to cluster agendas in order to inform members and have an avenue for ideas to be vetted. Chair can speak to any clusters if needed.

Carried Motion to expand the Distributed Learning Task Force across NWCC to meet the goal identified in the strategic plan.
 Debbie Stava/David Try

EC.13-28.2 ➤ **ECE Motions from May 27, 2011**

The main concern of ECE representatives is that students are able to receive funding in order to complete the program. The current time frame of the ECE program creates difficulty for students seeking funding.

No action was taken on the motions from May 27, 2011. EDCO recommends that the motions be revisited and reevaluated by Administration and ECE representatives.

ACTION ITEM: Larry White will follow up with the ECE motions from May 27, 2011 and encourage the Dean and ECE representatives to reevaluate the situation and review results from the task force.

EC.13-28.3 ➤ **Program Review Policy**

The Program Review Policy document was reviewed by members and defeated by electronic vote. Revisions and comments were incorporated by Reto Riesen as best as possible. Members are satisfied that their concerns are addressed in the revised version.

Carried
Motion to approve the Program Review Policy.
 Debbie Stava/Julia Moore

ACTION ITEM: Program Review teams to convene under this policy to begin their work with the program schedule for review for this year.

Carried
Motion to have the Policy Review Committee review the policy document, convene work with those programs under review, and build the review into their annual cycle to report back.
 Debbie Stava/Steven Verblac

EC.13-29 **New Business**

E.C.13-29.1 ➤ **Summary of Motions 2012–2013**

ACTION ITEM: All members to review annual Summary of Motions 2012-2013. Any modifications or recommendations to be sent to Meredith to apply. To be adopted at the next meeting.

EC.13-29.1.1 ➤ **Amendments to Summary of Motions 2009–2010**

Amendment to June meeting dates. Removed June 11th as no such meeting or minutes exist and added correct dates of June 4th and June 18th. Motions from June 11th were from the June 4th and June 18th meetings.

Numbering and name error for NCIT 230-3 Systems and Application Scripting. Course should be NCIT 236-3, Network Infrastructure, as per course description table below motion.

Carried
Motion to accept the Summary of Motions 2009-2010 as amended.
 Reto Riesen/Debbie Stava

EC.13-29.2 ➤ **Associate of Science: Environmental Geoscience Studies**

Environmental Geosciences Studies Specialization was passed through CPAC but did not get carried through to EDCO for final approval.

See below the correct Environmental Geosciences Studies Specialization course list.
 BIOL 209 is a typo and should be BIOL 208, Biology of Plants.

Subject	Course Title	Credits
BIOL 101	Introductory Biology I - Cells, Diversity and Physiology	3
BIOL 102	Introductory Biology II - Genetics, Evolution and Ecology	3
BIOL 208 OR Any 2nd year OCGY OR BIOL	Biology of Plants Any second year Oceanography or second year Biology	3
BIOL 211 OR GEOG 202	Principles of Ecology Geography of Ecosystems	3
ECON 150 OR GEOG 222 OR GEOG 210 OR GEOG 215 OR GEOG 227 OR PHIL 210 OR ANTH OR FNST OR Any Arts Course	Microeconomics Economic Geography Environments and Society Geography of Food Ethnogeography Environmental Ethics Any Anthropology Course Any First Nations Studies Course Any Arts elective with a cultural, economic or environmental focus	3
CPSC 111 OR CHEM 230 OR MATH 235 OR GEOG 110	An Introduction to Computers Organic Chemistry I Linear Algebra People and the Environment	3
ENGL 101	3 Credits of English	3
ENGL 102 OR ENGL 151 OR ENGL 152	3 Credits of English	3
GEOG 112 OR GEOG 110 OR GEOG 210 OR PHIL 210	Environments and Planning People and the Environment Environments and Society Environmental Ethics	3
GEOG 150	Physical Geography I: Biogeography, Meteorology and Climatology	3
GEOG 160 OR GEOL 157	Physical Geography II: Geology, Geomorphology and Soils Introduction to Northwest Geology	3
GEOG 201 OR GEOG 210 OR Any 2nd year Science	Environmental Climatology Environments and Society A 2nd year UC science with an environmental focus	3

GEOG 203 OR OCGY 208	Geomorphology Introduction to Physical, Chemical and Geological Oceanography	3
GEOG 204	Spatial Analysis and Geographic Information Systems (GIS)	3
GEOG 207 OR OCGY 209	Hydrology / Soils Introduction to Biological Oceanography	3
MATH 131 OR MATH 251	Introduction to Statistics Statistics	3
MATH 101	Calculus I: Differential Calculus	3
CHEM 101 OR CHEM 102 OR MATH 102 OR PHYS 101 OR PHYS 102	Any 2 of the following: Introductory Chemistry I Introductory Chemistry II Calculus II: Integral Calculus Introduction to Physics I Introductory Physics II	6

Motion to accept the Associate of Science: Environmental Geoscience Studies Specialization as amended.

Ann Marie Merkel / Rocque Berthiaume

Carried

EC.13-29.3 ➤ Waive Residency Requirements for Capilano ABT Students—Debbie Stava

Capilano University is no longer offering the Applied Business Technology (ABT) program, such as the similar circumstance with Northern Lights College. To facilitate, NWCC would waive the 25 percent residency requirement for Capilano students that wish to complete the program.

Motion to waive the 25 percent residency requirement for Capilano students entering the NWCC ABT program.

Debbie Stava/Ann Marie Merkel

Carried

EC.13-29.4 ➤ Change to Education Council Schedule—Reto Riesen

The upcoming EDCO meeting scheduled November 22nd conflicts with the Board of Governors meeting. EDCO will move the upcoming meeting from November 22nd to November 29th.

Motion to move the EDCO meeting scheduled on November 22nd to November 29th.

<i>Carried</i>	Reto Riesen/Ian Hamilton
EC.13-29.5	<p>➤ Biology 213 Level of Study Amendment—Debbie Stava</p> <p>Amendment to the records for Biology 213. Biology 213 was recorded and passed as a first year level of study but should be a second year level of study. Information item for the council as the formal records have been corrected.</p>
EC.13-30	Reports
EC.13-30.1	<p>➤ Chair – Reto Riesen</p> <p>The BOG meeting was held on September 22nd in Hazelton. Elections were held and all members were reelected. New members to the BOG are Adrian Carlick and Carol Fielding. Carol also volunteered to be the Chair of the Policy and By-Law Committee. There was interest and discussion by the BOG about Distributed Learning.</p> <p>The Chair attended the budget committee meeting which dealt with additional funds. Presentations were done by areas requesting additional funds. Discussions took place about where to possibly allocate funds from the budget not used. The Chair’s role at the budget meeting was to ask appropriate questions according to the mandate of EDCO.</p> <p>The Chair attended a workshop in Terrace about Strategic Enrollment Management. The director of the Alliance of Rural Colleges (US) presented on the delivery of education in rural, non-urban environments, speaking about the challenges, fluctuations in economy and student populations, recruiting, and retention.</p>
EC.13-30.2	<p>➤ CPAC</p> <p>CPAC is waiting for a call for membership to be distributed to all clusters by the EDCO Chair. The majority of attendees are faculty members which is a concern when decisions and approvals are being made on behalf of the college.</p> <p>ACTION ITEM: Reto is to send out a college-wide email requesting representatives for CPAC, A5 and the Task Force.</p>
EC.13-30.3	<p>➤ A5 & Education Policy Analysis– Deb Stava</p> <p>Sherry Beal (Chair) and Shelley Koopmans (Co-Chair) have stepped down from A5. Tracy McIntyre has also stepped down from the eastern region. Kim McIntyre has joined A5. The committee does have fairly broad representation but needs to encourage membership. Elections for Chair and Co-Chair will take place next meeting.</p>

EC.13-30.4

➤ **FNC – Adrian Carlick**

The next First Nations Council meeting is October 28th. The Council is looking to elect a new Chair and possibly a new Co-Chair, as well as encouraging student involvement. Priscilla Michell (Co-Chair) is currently acting as Chair. An invitation is extended to all to attend the Waap Galts'ap Housewarming October 28th from 11:30 to 1:30 to bless the longhouse as a student development area.

EC.13-30.5

➤ **Education Policy Committee**

Larry White is the new Chair of the Education Policy Committee. He and Sharon Henry are investigating for previous minutes and agendas in order to be informed of history. Committee is to convene soon.

EC.13-30.6

➤ **Educational Planning and Program Review**

Larry White is the new Chair of Educational Planning and Program Review Committee. The committee will be tying some discussion about educational planning into the next Education Management Committee (EMC) meeting on October 30th. Over the next couple meetings, the EMC will look at the educational plan drafted and hopefully morph document from a 1-year plan into a 3-year plan document. By the end of the year, the document will be circulated for further review.

EC.13-30.7

➤ **Clusters**

At the fall orientation held at the end of August, clusters identified some key areas to be developed in the future. A planning session is scheduled for November 1st to discuss the prospect of programming for Smithers. Phil Burton, who has made it very clear that he wants to work with the college, has been invited in order to discuss joint programming in Smithers with UNBC. The ECE program was identified as well; discussions are to take place with Gerry and Jessica regarding the change from a 12 month to 16 or 18 month model. Also in need of development and expansion is the UC area which currently has few offerings and little focus.

With Denis Caron leaving NWCC, the search for a new Dean of Trades has been posted for some time. A leading candidate has been met with and has verbally accepted the position, which is to start January 8th. A message is to come after all details are finalized.

The search for a new VP has taken longer than previously charted. The consultations allowed the cultivation of a broad network of candidates. It has been a national and international search for a seasoned candidate.

Meeting Adjourned: 11:53a.m

Next Meeting: November 29th, 2013