

**MINUTES OF THE
EDUCATION COUNCI Meeting**
November 20, 2015
Room 208 at 10:00 AM

Present: Dave McKeever (Chair), Ken Burt, Reilly Walker, Reilly Kluss, Lothlan Olson, Chris Gee, Phil Bialobyzski, Catherine White, Stephen Salem, Barb McRae, Brent Speidel, Julia Moore, Carla Ollenberger (Kezia Sinkewicz)

Videoconference: Anna Raselli, Mercedes de la Nuez, Christane Carr (Reto Riesen),

Guests: David Try

Regrets: Emily Suderman, Allison Conway, Amanda Kirkham, Pouyan Mahboubi, Justin Kohlman

Recording Secretary: Jessica Scafe

Meeting called to order at 10:08 am

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.

<i>EC.15-35</i>	Adoption of the Agenda for November 20, 2015 Three additions: 1.Task force course outline template update, 2. Important Academic Dates for 2016, 2017, 2018, and 2019 3. Tuition structure for CCP
<i>Carried</i>	<i>Motion to approve the agenda with additions</i> Brent Speidel and Lothlan Olson
<i>EC.15-36</i>	Approval of the Minutes from October 23, 2015 Addition to minutes: "Stephen Salem presented status report" under CCP Cluster Reports. Stephen Salem chairing the A5/Policy Committee. Not reflected in the minutes and should be added. Students brought forth the practicum policy and wanted it to be brought to the policy committee. <i>Motion to approve the minutes with additions</i> Reilly Walker and Stephen Salem

EC.15.37 Business Arising

EC.15.37.1 Review of PLA Policy from A5 – Stephen Salem

Some faculty members worry that a PLA grade is not recognized at all institutions. In order to address this issue, the PLA policy has been adapted to state that instructors can give either a PLA grade or a letter grade. Students cannot simply pay for the course and be assessed on their Prior Learning because NWCC’s grading policy states that you cannot an assessment worth more than 50 percent of the course. Students will have to pay the PLA fee and do the PLA assessment in order to receive credit for PLA. The BC transfer guide criteria for PLA says a grade can be assigned or PLA. From this point moving forward, courses should note on their course outline if the course is eligible to be graded out or if a PLA grade would be assigned. The EDCO table will ask the questions to ensure that the course is gradable and what type of assessment will be used to determine that. If it is not gradable, a PLA grade will be assigned. When that course is put through the BCCAT system for articulation, it will be the receiving institutions discretion to accept it or not. The student’s transcript will show the course as a PLA course (e.g. MATH–PLA).

Procedures are where most of the changes occurred.

5.01 - Instead of a faculty member, the contact is now the program coordinator.

5.02 - program coordinator and academic head engages student records, not the faculty.

5.03 - Office of the Registrar replaced student records as student records sits in the Registrar’s Office.

Students need to pay prior to taking PLA. Most faculty members assume if it is on NW Connect students have paid, which is not the course.

5.05 - states student must provide proof of payment before PLA assessment begins. If a student is unsuccessful with PLA it will not show up as a fail on their transcript. However, there will be no refund.

Recommendation: Send this policy out to staff for feedback and give ten days for people to respond.

Motion to accept the PLA policy as presented by A5/Policy Committee

Carried
Stephen Salem, Reilly Walker

EC.15.38 New Business

EC.15.38.1 Course Outline Task Force – Stephen Salem

Task Force included: Stephen Salem, Catharine White, Brent Speidel and Phil Bialobyzski
Created a fillable word template. When an instructor clicks on this to use it from the website it will save on their desktop. All the fields expand.

Course type: Drop down menu for new course, replacing course, or existing course.

Course creator: Replaced instructor field. Helps for EDCO and for articulation. The course creator will not always be the instructor and vice versa.

Course descriptions and learning outcomes are text boxes. Learning outcomes should be tied to bloom's taxonomy and hierarchy of learning. Brent is working on guidelines for how to fill this out and including how to incorporate indigenous content. Brent has worked with FNC to develop guidelines that develop key elements of first-nations culture. Using the course outline in terms of content it can be incorporated in the course description, the learning outcomes, or topics taught. After feedback from FNC it will come to EDCO.

Evaluation Profile: Used BCCAT's suggested template. No limit to what can be added in this field and more assessments can continue to be added

Suggestions for other assessments: midterms, participation, discussion, and other. These suggestions will be added in the guideline document for the course outline template.

Instructional Activities: Field/lab work was added.

Prior Learning Assessment: In NWCC's policy that this is to be included in the course outline and must be on every new course outline that passes through EDCO in the future. This is where course creators would put if their course is a gradable PLA course and why.

Required Materials and Textbooks: Disclaimer added because list could change based on editions and years. Open to the instructors and could use different texts.

Suggestion to include notation to students to follow course syllabus when it comes to texts.

Grading Profile: Currently no standardized grading profile. Different courses use different grading profiles. Currently working on trying to change this. The grading profile should include all grades available including: course in progress (CIP), or Incomplete (I), and Credit/No Credit (NC/C).

Action item: Dave McKeever to send Brent Speidel fillable form for completion agreement.

Transfer Credit: Do not need to list what the course transfers to. If it is a new course it will not have any transfer agreements until it goes through BCCAT. On course outline direct students to look at BC Transfer Guide as suggested by BCCAT.

Suggestion to add a notation for where students could go to inquire about out of province transferability.

Final statement: To go through FNC. It will be an acknowledge statement that states that all of NWCC'S courses acknowledge the territorial lands upon which we teach. Recognize the First People's principles of learning". Something that recognizes everything we do is about respecting the knowledge and land of where we are delivering our courses. The guideline document will include examples of how to do this.

Document will be revised with suggestions and brought back to EDCO.

Office of the Registrar is working on getting program schedules done three years in advance. In addition to this the academic dates (start and end dates of programs, reading breaks, holidays) need to be done as well.

Action Item: Clusters need to send Stephen Salem their programs reading weeks. As many programs have different reading weeks.

Recommendation to have a look at having a standardized reading week. Discussion ensues.

Recommendation for this to go to the clusters for discussions and report back to EdCo.

Housekeeping Errors: 2016 end date of winter semester should be April 22nd. Spring Semester starts on April 25th.

2016W withdrawal dates are blank because they should have been done already and focus was on 2017. 2018, 2019. These will be adjusted.

Motion to accept the dates with addition that reading week dates are going to cluster for input
Julia Moore and Lothlan Olson

Carried

EC.15.38.3 EPC/A5 Merge - Stephen Salem

Two subcommittees of EDCO that do the same thing.

Reviewed terms of reference for A5 and EPC and they overlap in responsibilities. A5 and EPC are not going to merge. It will now just be EPC (Education Policy Committee).

In terms of reference - the criteria for financial awards and bursaries, which is not something EdCo has jurisdiction over and should be removed.

EPC will adopt A5s Terms of Reference There is no TOR for EPC right now. Next meeting the terms of reference will be brought to EDCO.

Motion to merge EPC and A5 and bring terms of reference forward next EdCo.

Carried

Stephen Salem and Brent Speidel

EC.15.38.4 ACPAC – Allison Conway – Tabled

EC.15.38.5 Carpentry Foundations, Level 1 and Level 2

Trades/ITA undergoing national harmonization project. This would allow a student to begin the program in Alberta and move to BC, it is the same sequence. Carpentry levels on agenda because ITA is changing the weighting in order to harmonize the programs. This is informational only. Courses are already scheduled in the system and will be running.

These courses also need to go through CPAC, prior to coming EdCo.

EC.15.38.6 Plumbing Foundations

Courses need to go to CPAC.

EC.15-34 Reports

EC.15-34.1	Chair – Dave McKeever - Stephen Salem and Dave McKeever; have been looking at Curriculum Management Software. BCNET and IT will be meeting to see if there is something to be done with this. No dates decided yet.
EC.15-34.2	CPAC – Allison Conway – Tabled
EC.15-34.4	<p>➤ A5 – Stephen Salem</p> <p>A5 is looking to including stakeholder engagement in Educational policies and asking EDCO for guidance. Other institutions send out draft policies and ask for comments before it is put to approval to allow broader stakeholder approval. Recommendation for under review area in Policies under the website. Test run with the PLA policy.</p> <p>A5 is reviewing the Academic Appeals policy at the moment and A5 has some questions.</p> <p>Appealing interim marks: Students in a classroom unsatisfied with first term assignment grade and there was no recourse for how students should deal with. This went to the VP and it should have informally gone to the academic head or coordinator of the program. It should be clear that if a group or one student is unhappy with a mark they should be informed on how they can engage the faculty first prior to making an appeal. The Academic Appeals Policy currently says you can only appeal a final grade.</p> <p>Refundable charge for an appeal: If a student pays a minimal fee for an appeal should it be refunded? If the fee is launched, somewhere in the application it should state that if the fee will be refunded if the student is successful.</p> <p>Appealing Restricted Enrolment: Carry over language from the old policy from 2004. The former policy did not define restricted enrolment. A5 was going to remove it but wanted to bring it back to EDCO for input. Restricted Enrolment could be prevention from taking a course for a variety of reasons such as behavioural issues, mental health issues, academic issues, (failing a course multiple times – i.e. Nursing program). This will remain in the Academic Appeals Policy.</p>
EC.15-34.5	➤ Education Policy Committee – No Reports
EC.15-34.6	➤ Educational Planning and Program Review – No reports
EC.15-34.7	<p>➤ FNC – Barb McRae</p> <p>Next meeting is December 11 and Barb McRae is the new FNC chair and will have a standing report on this committee.</p>
EC.15-34.9	➤ Clusters – No Reports
<p>Meeting Adjourned at: 12:16 pm</p> <p>Next Meeting December 18, 2015</p>	