Present:

Ann Marie Merkel, Barb McRae, Breanne Palahicky, Carrie Nolan, Catharine White, Emily Suderman, Jessica Derow, Jessica Hogg, John Dyck, Kezia Sinkewicz, Laurie Waye, Marina Carere, Marja Burrows, Regina Saimoto, Reto Riesen, Rosalee Morgan, Stephen Salem, Tracy Salem.

Guests: Simrat Minhas

Video Conference: Dave McKeever, Mercedes de la Nuez

Teleconference: Jessica Scafe

Regrets:

Recording Secretary: Roslyne Scott

Meeting called to order at 10 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.

EC.17-38	**Adoption of the Agenda for September 8, 2017**
	Addition to the agenda: ECCE tabled
Carried	*Motion to accept the agenda with additions* *Stephen Salem and Marja Burrows*
EC.17-39	**Approval of the Minutes from June 9th, 2017**
Carried	*Motion to approve the minutes as presented* *Emily Suderman and Marja Burrows*
EC.17-40	**Consent Agenda**
	No items

EC.17-41	Business Arising
EC.17-41.1	**K-12 Curriculum Update – Stephen Salem**
EC.17-41.2	ABT Update –
EC.17-41.3	Taskforce Updates (CMS, EDCO Renewal)

EC.17-41.1	**K-12 Update – Stephen Salem**
	There is an upcoming meeting on October 26, 2017 with Jan Unwin, Superintendent of Graduation and Student Transitions Ministries of Education and Advance Education, regarding grade 10-12 curriculum. As more details are available an update will be sent out. Anyone interested in attending are welcome to attend. There will be a meeting or Registrar's and VP's of Education at the end of September to discuss the upcoming changes.

EC.17-41.2	**ABT Update – Laurie Waye**
	At this time the message to students is that it is the last year of ABT. Other Colleges and i.e. VCC is offering online courses. A draft of the message to students in now being worked on and will be sent out. The College is looking at alternatives, but as of now BCCampus is no longer funding ABT.
	The discussion followed that ABT has been viable program and the classes, a capacity of 25, have mostly been full. The questions are, who can fund the program, where can the servers be housed and how to ensure there will be enough partnerships be set up a certificate program.
	Communication is looking for a clear message that can be put up on the website, and the message is that we are not accepting applications at this time for ABT and to see your Educational Advisor.
	Deans and coordinators are working to see if we can find a better system to put into place.

EC.17-41.3	**Taskforce Updates - Stephen Salem –**
	We have completed the RFP process for the Curriculum Management Software (CMS) and a preferred vendor has been selected. IT is now in negotiations with the vendor. The CMS system is a digital system and will allow curriculum to be seen as it is being created and moved through the approval process.
	The plan is to have the kickoff at the beginning to mid-October.
	There is now a call out to put together a CMS implementation team. The team needs to include faculty who will help ensure that challenges are recognized, and will help in improving the implementation process.
	This is the online approval system for updates and looking at how to better handle approvals in a more efficient and concise manner. The idea is that no approvals or steps in the approval process will be missed. A suggestion has been made that this should be presented to Cluster, and possibly the K-12 curriculum changes can be used as training for the new Curriculum Management Software (CMS).

EC.17-42	New Business
EC.17-42.1	**Practical Nursing – Simrat Minhas**

	Discussion around the Practical Nursing program has found that it has not gone to Cluster, and this crucial step has been missed. The licensing body for Nursing will be on campus next week to discuss the program, as they have approved the outlines and program for January 2018.
	Unfortunately, we are still working through our curriculum management, and as EDCO has legislative responsibilities, we have to ensure that the correct process has been adhered to.
	We are working diligently to verify the necessary process and this is why the CMS is being implemented.
	The issue with approving in principle, is that if the subject matter experts at Cluster need to make significant changes, and it has already been approved by EDCO, this has legal implications regarding the way EDCO approves the program, for credentialing requirements.
	A proposal has been made to that to work through this issue that an "extraordinary meeting" be called to approve the changes to the Practical Nursing program once it has been passed through Cluster, and any formatting and course number corrections are completed.
	It is proposed that an exceptional meeting be called to review both the needed approvals for Practical Nursing and ECCE, as well as any further items that were not able to be covered on the September 8th, 2017 EDCO Agenda due to time constraints.
	An "extraordinary meeting" can be held as long as a petition is signed by half of the cluster members and that the Cluster minutes are provided to EDCO for review.
	Simrat will then review the program with the Registrar and make any necessary changes prior to extraordinary meeting.
	Motion that the LPN program move to Cluster for approval and an extraordinary meeting of EDCO be convened to review and approve the LPN program.
Carried	*Stephen Salem and Marja Burrows*
EC.17-42.2	**ACPAC election Chair –**
	In the Terms of Reference for EDCO, in September there is an election for ACPAC Chair. The Chair must be a member of EDCO.
	Call for nominations from the floor.
	Emily Suderman has been nominated by Marja Burrows and seconded by Kezia Sinkewicz.
	Emily Suderman by acclamation is the new ACPAC Chair from September 2017 to August 2018.
EC.17-42.3	**Appeals Committee needs volunteers**
	Dave McKeever and Reto Riesen have volunteered.
	Grade appeals should involve the Director of Student Development, and a student advocate provided by the Student Union.

	Student Services wanted to know if having a Student Services representative on the Academic Appeals subcommittee would be a conflict of interest or is it just a good process to have the Student Services representative also a member of EDCO and/or the appeals committee. The role of the Student Services representative is to remain neutral and to provide information on the College Policy. In the discussion, the student body representative felt that students may prefer student representatives selected by the Student Union, to act on their behalf rather than a member of EDCO. The Student Services representative is not an advocate for the student. The subcommittee is determined by the EDCO By-Laws and is comprised of 1 Student Services representative, 2 faculty representatives from EDCO and 2 Student representatives, as determined by the Student Union. In discussion regarding the appeals $25 fee, it is a refundable fee to ensure any appeal has been thought through before an appeal is made. If there is a lack of means, the student can seek financial help from the Student Union.
EC.17-42.4	**Appointments to subcommittees** In discussion it has been brought up that all members had a copy of the EDCO By-laws and that a new package needed to be created to include the Legislative Responsibilities, Terms of Reference and the By-laws. Some team members have a Binder that was created for EDCO and there are copies of the binder in the Articulation and Scheduling office. Communications brought up that once the College moves to SharePoint, we would have an internal portal to house committee information that staff can access. A subcommittee will meet to make sure all necessary documents are updated and shared. It was noted that all information pertaining to EDCO and its subsidiaries is public domain. A suggestion has been brought forward that the Terms of Reference be changed to ensure faculty members are on the ACPAC committee to approve curriculum before is goes to EDCO. As ACPAC does not have legislative responsibilities, faculty can help the approval process to make sure the curriculum is ready once it is on the EDCO agenda. EDCO Chair and the ACPAC chair will work together to push for faculty involvement in ACPAC. The next ACPAC meeting is October 6th, 2017. EDCO members who volunteered to sit on ACPAC are: Marja Burrows, Carrie Nolan, Reto Riesen, Kezia Sinkewicz and Catharine White.
EC.17-42.5 *Carried*	**Youth Explore Trades Sampler – Lorrie Gowen - Tabled**
EC.17-42.6 *Carried*	**Early Childhood Care and Education _ Darlene Westerman - Tabled**
EC.17-42.7 *Carried*	**CSLI Pathway – Stephen Salem - Tabled**

EC.17-42.8 *Carried*	**Pearson's English Test – Stephen Salem - Tabled**
EC.17-42.9 *Carried*	**Education Council Renewal – Catharine White -Tabled**
EC.17-42.10 *Carried*	**Academic Integrity Policy with comments** Motion to move up in the Agenda the Academic Integrity Policy with comments. Stephen Salem and Ann Marie Merkel The Academic Integrity Policy had a second reading at EDCO and has been sent out for campus feedback for a period of 10 days. Call to group for any questions. In section 3.00 ATTENDANCE, of the Academic Integrity and Appeals Procedures, a questions has been raised if the terminology used "Developmental students", represents what is trying to be conveyed by the Policy. *Amendment: Replace "Developmental students" with CCP students.* *Amendments: Replace in section 4.00, Plageriasm has a spelling mistake it should be Plagiarism. In section 5.00 the colon needs to be removed. As well, the Thunderbird needs to be removed from the Policy template.* 4.03. "For repeated offences, a failing grade will be assigned in the affected course; and the student will be required to withdraw. In certain programs, students may be required to withdraw from all courses." A discuss around the process of how do we ensure that all departments are aware if a student would be required to withdraw from a program or when a student would be required to withdraw from all courses. How would other departments become aware of this and how do we develop a process to ensure we could enforce this across all departments. In order to do this, the Clusters would need to be aware. It was suggested that a file could be kept in Image Now so that Registration would have a process for determining if the student was eligible to register. But, questions came up as to how we mange FOIA integrity in a complex process. How do we know if a student has had multiple offensives? We need to determine a "restricted enrollment" process and from this a student can make an appeal. The suggestion is that a subcommittee is created to work on the process, so we can see and track student behavior across departments. *Amendment: The list of members of the Appeals Committee will be amended to follow the EDCO By-laws.*
Carried	*Motion to approve the Academic Integrity and Appeals Policy and Procedures with the above amendments.* *Stephen Salem and Laurie Waye*

EC.17-42.11	**Scheduling Policy with comments** The Scheduling Policy has now had a second reading. In the policy procedures, 4.06 it states "The Dean is responsible for communicating to the Cluster and the Registrar's Office that an offering has been cancelled." The email list of who was receiving the information and what was being communicated was getting very large and difficult to manage. The language in 4.06 should reflect the Academic Head, Director of Students Services and CAO's. *Amendment: Policy procedures 4.06 the language needs to be changed to "The Dean is responsible for communicating to the Cluster, the Registrar's Office, and affected campuses and departments, that an offering has been cancelled."* Policy procedures 4.00 Cancelling Sections. This is the responsibility of the Dean. The concern is that the process is not working. The idea is to create enough flexibility around the policy to try to enroll as many students as possible. Notification must include Cluster Chairs, Academic Heads and careful communication is needed especially around new programs.
Carried	**Motion that the Scheduling Policy and Procedures move to the Board with the above amendments** **Stephen Salem and Dave McKeever** **1 opposed**
EC.17-42.12	**Admissions Policy** Reviewed Noted that a tuition waiver cannot be granted for Adult Dogwood because of BC graduation requirements. Admission Policy and Procedures, the age limit is 16 years old as we accept dual credit students from our high school partners. Admission Policy and Procedures 2.05 added, "Student may audit academic and business course provide they do not replace credit seeking students and meet the minimum requirements." *Amendment: 2.10 should be changed from CIC to IRCC (Immigration, Refugees, and Citizenship Canada).* CIC changes to IRCC in 5.0 also
Carried	Motion to move the Admissions Policy and Procedures to the Board with the above amendments. Stephen Salem and Emily Suderman
EC.17-42.13 *Carried*	**Transfer Credit Policy -Tabled**

EC.17-43	**Reports**
EC.17-43.1	**Chair – Catharine White - Tabled**
EC.17-43.2	**Educational Practice – Carrie Nolan - Tabled**
EC.17-43.3	**EPC – Stephen Salem – Tabled**
EC.17-43.4	**ACPAC – Ann Marie Merkel – Tabled**
EC.17-43.5	**FNC – Barb McRae - Tabled**
EC.17-43.6	**Educational Planning and Program Review – Carrie Nolan - Tabled**
EC.17-43.7	**Cluster Reports - Tabled**
	Motion to adjourn **Stephen Salem and Marja Burrows** **Meeting Adjourned at: 12:15pm** **Next Meeting: EDCO October 20th and ACPAC October 6th**
	Teleconference Directions To teleconference into the meeting, dial 1-877-277-2288, local 7000 (no pin required) This teleconference number will be available for all meetings.