

**MINUTES OF THE  
EDUCATION COUNCIL MEETING**October 26, 2012  
Room 208 at 10:00 A.M.**Present:** Melanie Wilke (Vice-Chair), Adrian Carlick, Beverly Moore-Garcia, John Krisinger, Amanda Checkley, Reto Riesen, Deb Stava, David Try (Dave McKeever)**Videoconference:** Brian Butler, Margaret Brown, Alice Maitland (Regina Saimoto)**Regrets:** Sabine Lundman (Chair), Sandy Clark, Denise Henning, Gerry Gauthier, Kathryn Fullerton, Keisha Reichert, Joe Daniels**Recording Secretary:** Allison Conway**Call to Order:** Melanie Wilke called the meeting to order at 10:20 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, 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 October 26, 2012****Motion: John Krisinger / Brian Butler**

*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.*

*Carried***2. Approval of the Minutes from September 28, 2012****Motion: John Krisinger / Deb Stava**

*To approve the minutes of the meeting of September 28, 2012 as presented.*

*Carried***3. Old Business****3.1 Elections & Bi-Elections – Deb Stava**

For staff and faculty seats on EdCo, Dave McKeever was elected to the Business Administration seat representing the Prince Rupert campus; the seat representing Developmental (other than Terrace) is in bi-election on the 2<sup>nd</sup> call for nominations; Developmental (Terrace) is on the 1<sup>st</sup> call. For student seats on EdCo, Joseph Daniels was

elected to represent the Prince Rupert campus; 2<sup>nd</sup> call has gone out for the remaining 3 seats (2 for Terrace; 1 other than Terrace or Prince Rupert). For BOG, Karen Chrysler was elected to the faculty seat; 3<sup>rd</sup> call has gone out for nominations to the support staff seat. For student seats on BOG, an election between two UC students is on Oct 30; and a 2<sup>nd</sup> call for nominations has gone out for students not in UC. For First Nations Council student seats, Gayleen Day-Quock was elected for the Terrace campus; Inez Shanoss for Prince Rupert; the 3<sup>rd</sup> call has gone out for Smithers. Nominations periods for all close on November 1<sup>st</sup>, 2012.

Deb conducted the elections for EdCo Chair for the term ending March 2013. Reto Riesen was nominated by Melanie Wilke in the 1<sup>st</sup> call; Reto accepted. No other nominations were made in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> calls. Reto was declared as Chair.

### 3.2 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.

#### **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.*

*Defeated*

### 3.3 EdCo/BOG Schedule Conflict 2013

A majority vote was collected via polling software to reschedule the EdCo meeting of June 21, 2013, to June 25, 2013, to avoid conflicting with the Board's June meeting.

### 3.4 Terms of Semesters – Deb Stava

A request has been sent to Program Heads to meet before the November 14<sup>th</sup> due date for submissions for the November 23<sup>rd</sup> EdCo meeting to discuss scheduling semester terms for the next three years with the inclusion of the new statutory holiday, Family Day, happening for the first time in BC history on Feb 11, 2013.

**ACTION: Deb will bring an update on the discussion and proposed dates to the November meeting.**

### 3.5 Budget Update – John Krisinger

The Chair received a response from President Denise Henning, to questions posed about the NWCC budget at the September EdCo meeting. The response will be forwarded to the EdCo email distribution list this afternoon.

*Tabled*

### 3.6 ECON 150 – Deb Stava

Deb provided information on the divisors and BCGEU mandated class sizes. The information is available on the portal.

## 4. New Business

### 4.1 Summary of Motions 11'-12'

A draft summary was presented for review. The motions correlate to the numbering used in the minute documents.

**ACTION:** Allison will check the minutes from past EdCo meetings to find wording regarding numbering all motions for easy reference, and update the document accordingly.

*Tabled*

Alice Maitland left at 11:09 AM.

### 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.

Alice Maitland returned at 11:15 AM.

**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."*

*Carried  
1 Abstention*

**ACTION:** If you're interested in sitting on the Policy Analysis Committee, submit your name to Reto Riesen at [rriesen@nwcc.bc.ca](mailto:rriesen@nwcc.bc.ca).

Education and student policies go through EdCo. Other policies go through a policy committee directed by the Dean of Instruction, Health Services, Information & Communications Systems. Approved, publicized policies are on the website.

**ACTION:** Allison will check the minutes from October 1999 to find reference to the Policy Analysis Committee and its Terms of Reference and email to EdCo.

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

**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.*  
*Carried*

**ACTION:** If you're interested in sitting on the Online Education Taskforce, submit your name to Reto Riesen at [rriesen@nwcc.bc.ca](mailto:rriesen@nwcc.bc.ca).

David Try, Brian Butler, and Reto Riesen identified their interest in joining the taskforce.

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**

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

*Carried*

## 5. Information Item

### 5.1 ABT – Office Management Diploma Proposal – Sandy Clark

*Tabled*

## 6. Reports

### 6.1 Chair

No Report

### 6.2 CPAC

#### 6.2.1 ACE Program Change

**Motion: Deb Stava / Brian Butler**

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

*Carried*

#### 6.2.2 Electrical Foundations

A request has gone to the Trades Department to resubmit the proposed change with updated math prerequisites. Nothing has been received yet.

### 6.3 Board of Governors

Reto attended the BOG meetings on Oct 18-19 on behalf of the Chair. Three workshops were presented by Alberta College; some are available online. The President of Olds College, Alberta, discussed the idea of future-proofing post-secondary institutions to enable resiliency in the event of decreased government funding. The trend is going toward seeking alternative funding sources.

### 6.4 A5

No volunteers have identified their interest in sitting on the committee; the request has been broadened. The aim is to meet before mid-November to bring back information to EdCo at the next meeting.

### 6.5 FNC

Strategic Plan was presented to FNC on Sept 20<sup>th</sup>. Minutes are available. Contact Allison Conway at [aconway@nwcc.bc.ca](mailto:aconway@nwcc.bc.ca).

### 6.6 Clusters

UC – Nothing to Report

**BADM** – Identified technology concerns at a recent meeting.

Next meeting is November 23<sup>rd</sup> in room 208 at 10:00 A.M.

**Motion to Adjourn: John Krisinger**

**Certified Correct:**



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Vice Chair

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Recording Secretary