

**MINUTES OF THE  
 EDUCATION COUNCIL MEETING**  
 February 22, 2013  
 Room 208 at 10:00 AM

**Present:** Beverly Moore-Garcia, Debbie Stava, Gerry Gauthier, Melanie Wilke, Regina Saimoto, Adrian Carlick, Mikael Jensen, Dianne Bell  
**Videoconference:** Brian Butler, Dave McKeever, Mercedes de la Nuez  
**Teleconference:** Reto Riesen  
**Regrets:** Denise Henning, Sabine Lundman, Sandy Clark, Steven Verblac  
**Recording Secretary:** Emily Suderman

**Call to Order:** Melanie Wilke called the meeting to order at 10:12 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.13-1 <i>Carried</i>	<b>Adoption of Agenda</b> <i>Motion to adopt the agenda as presented.</i> Regina Saimoto/ Deb Stava
EC.13-2 <i>Carried</i>	<b>Approval of Minutes from November 23, 2012 and December 14, 2012</b> <i>Motion to pass minutes from November 23 as presented.</i> Beverly Moore-Garcia/ Brian Butler
<i>Carried</i>	<i>Motion to pass minutes from December 14, 2012 as presented.</i> Reto Riesen/ Deb Stava
EC.13-3	<b>Business Arising</b>
EC.13-3.1	➤ <b>Elections &amp; By-elections Update - Deb Stava</b> Mikael Jensen is the new student representative, term to Sept 2013. Mercedes de la Nuez is the new representative for the developmental seat other than Terrace. Election for student position "other than Terrace or Rupert" posted today, February 22, 2013. Discussion how to proceed if no candidate from designated area will step

forward. It was decided to then open up election to students w/o geographic limitation.

Other vacancies will not be reposted for by-election. Full elections happen in March.

**ACTION:** Deb will research geographic distribution of students from FTE report to ensure proper student representation.

EC.13-3.2 ➤ **Summary of Motions '11 - '12**

Numbers are in place to keep track of motions and agenda items. The Summary of Motions '11 - '12 will be posted shortly

EC.13-3.3 ➤ **Policy Analysis Committee**

Researched Terms of Reference and all educational policy that have existed. Look at policy review portal attached under the EdCo heading.

**ACTION:** Emily will distribute package for policy analysis subcommittee members. Meetings for this subcommittee will be held two weeks prior to EdCo.

EC.13-3.4 ➤ **Draft EdCo Meeting Schedule 2013 - 2014**

*Tabled* Tabled to the next agenda.

**ACTION:** Melanie will make a request to ACKAC for the meeting schedule, so information can flow appropriately.

EC.13-3.4.1 ○ **Joint FNC dates**

*Tabled* Reviewed joint FNC and EdCo meeting dates will be discussed between Reto and Adrian. Conflict with BOG on May 24 would be resolved if joint meeting happened on May 31<sup>st</sup>.

EC.13-3.4.2 ○ **Schedule conflict with BOG May 24/ 13**

*Tabled* Need schedule uploaded on Website for all meetings.

EC.13-4 **New Business**

EC.13-4.1 ➤ **Academic Schedule**

Research has been completed for 2013 - 2016 academic schedules. Extra stat holiday in February, which particularly affects Monday classes. At this point, the idea is being entertained for a three week break between fall and winter semester 2013/14. The 3 week break does not affect students funded by Student Aid BC. Research is continuing for students funded by bands, TRICORP or other funders.

*Carried* **MOTION:** that the academic calendar for the year 2014-16 will be developed by the

*registrar's office and sent to EdCo and then posted to website.*  
Reto Riesen/ Mikael Jensen.

ACTION: Deb will distribute recommendations for the academic years 2013-2016. Emily will send out by email. Put it to motion at next EdCo meeting.

ACTION: Emily will put on FNC agenda to ask whether students' funding would be affected by a 3 week break.

ACTION: Bring discussion to program clusters areas regarding the best time to shut down the network for an entire week. Program cluster areas have the discussion and identify a time that works best for individual areas. Propose 1<sup>st</sup> or 2<sup>nd</sup> week of July.

EC.13-5 **Reports**

EC.13-5.1 ➤ **Chair – Reto Riesen**

Board of Governors: Can forward a list of activities to members who want to know the day to day working of the college. Community members are always welcome to attend as observers.

Represented EdCo in budget committee meetings; it was the first year EdCo was invited. Follow up meeting of the budget committee after everyone has heard the budget presentations.

EC.13-5.2 ➤ **CPAC – Brian Butler**

Feb 8<sup>th</sup> meeting included housekeeping for Pcook1 that was proposed and will be brought forward to EdCo at a later date. Discussion of Trade prerequisites and other institutions with higher entrance admissions. Our prerequisites do meet ITA standards and we do not want to change them.

NCBNP changed admission requirements, and is also looking to add a policy regarding people who may need to be reassessed after a time away from clinical practice. Approved at CPAC and will be brought forward in April.

*Carried*

*Motion for membership of CPAC to recognize Mikael Jensen as the student representative. Passed by unanimous vote.*

ACTION: Emily will distribute the orientation manual to Mercedes and Mikael, as well as access to the portal.

EC.13-5.3 ➤ **A5 – Deb Stava**

Will discuss recommendations to the Terms of Reference at the upcoming A5 meeting.

ACTION: Deb will bring back minutes, written report and recommendations to EdCo with

work to be done on that committee.

EC.13-5.4

➤ **FNC – Adrian Carlick**

FNC will approve the final draft of the Stepping Stones document. Members of EdCo invited to come and sit at any FNC meeting.

EC.13-5.5

➤ **Educational Planning and Program Review – Reto Riesen**

Needs more members, specifically a balance between faculty and managers across the college, and representation from Trades and University Credit. Looking to formalize the committee, will bring Terms of Reference to EdCo for approval and membership, as well as its timelines and tasks. Every program at NWCC needs a review every 2, 3 or 5 years.

Mikael put his name forward to sit on the subcommittee.

EC.13-5.6

➤ **Clusters**

Dave: Business admin has been meeting on regular basis. Actively moving forward to specialization in human resources management. CPAC should be seeing new information soon. In conjunction with that, business courses that can be taught purely online. Right now it's a hybrid delivery method, live and simultaneously recorded lectures, also using videoconference.

Melanie: The library cluster is in the discussion phase of how it will work within the strategic plan.

Regina: ABT met with ICT regarding the strategic plan, how they fit into that. Also, changes in the ABT to connect with business admin, how to ladder from ABT.

Mercedes: did not attend CCP coordinators meeting. Prince Rupert campus is creating a proposal with the friendship house. Perhaps Trades boot-camp in which a cohort would complete pre-work to be able to successfully apply to a trades program.

Regina: CCP is widely spread out and has started having monthly coordinator meetings. Discussion revolves around how CCP aligns with strategic plan, how to move forward on proposal ideas. How to support each other during timetabling and not work in isolation.

Brian: ICT has been working with First Nations Technology Council to integrate our programs. Running a pilot project for open text books in BC. Pilot is going OK, although there are some issues with contracts and logistics. Problem solving will offer knowledge when pilot is finished.

Meeting Adjourned: 11:46 Regina Saimoto/ Mikael Jensen

Next Meeting: March 22, 2013