

**MINUTES OF THE
 EDUCATION COUNCIL MEETING**
 April 26, 2013
 Room 208 at 10:00 AM

Present: Reto Riesen (Chair), Ann Marie Merkel (Vice-Chair) Beverly Moore-Garcia, Gerry Gauthier, Ian Hamilton, Steven Verblac, John Krisinger, Julia Moore, Sheree Ronaasen, Dianne Bell

Videoconference: Sherry Beal, Mercedes de la Nuez, Regina Saimoto

Regrets: Denise Henning, Sabine Lundman, Sandy Clark, Adrian Carlick, Mikael Jensen, Joseph Daniels

Recording Secretary: Emily Suderman

Call to Order: Reto Riesen called the meeting to order at 10:07 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.

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| EC.13-11 | <p>Adoption of Agenda</p> <p>The Council wishes to add Educational Directions under New Business and a CCP update under Clusters Reports.</p> <p><i>Motion to adopt the agenda as amended.</i></p> <p>John Krisinger/ Beverly Moore-Garcia</p> |
| <i>Carried</i> | |
| EC.13-12 | <p>Approval of Minutes from March 22, 2013</p> <p>Correction to the Cluster report from the Chair. The minutes should read: "Chair attended Board of Governors meeting in Kitimat and reported that the President presented on one of the ends of policy on governance, which focused on being responsive to the needs of our population."</p> <p><i>Motion to pass minutes from March 22 as amended.</i></p> <p>Beverly Moore-Garcia/ Ian Hamilton</p> |
| <i>Carried</i> | |

EC.13-13 Business Arising
EC.13-13.1 ➤ Elections & By-elections Update - Deb Stava
EC.13-13.1.1 ○ Introductions and Welcome

The Registrar formally welcomed the new Education Council members to the table.

EC.13-13.1.2 ○ Result of Election and By-Election

The current council consists of the following members:

Dave McKeever - Business

Ann Marie Merkel - Business Technology/ Computer Technology

Mercedes de la Nuez - Developmental Education (Other than Terrace)

Chris Gee - Human Services

Ian Hamilton - Library/ Student Services

Rocque Berthiaume - University Credit (Terrace)

Reto Riesen - University Credit (Other than Terrace)

Sherry Beal - Support Staff

Julia Moore - Support Staff

Mikael Jensen - Student Representative (Terrace)

Steven Verblac - Student Representative (Terrace)

Joseph Daniels - Student Representative (Prince Rupert)

Dan LeFrancois - Student Representative (Terrace)

Beverly Moore-Garcia - Vice President, Education

Debbie Stava - Registrar

Regina Saimoto - Interim Dean of Instruction

Gerry Gauthier - Dean of Instruction and Health Services, Communication and Information Systems, Business Administration

Denise Henning - President, ex-officio member

Adrian Carlick - Chair of First Nations Council, ex-officio member

○ Elections of Chair and Vice Chair

EC13-13.1.3 Nominations were held for Education Council Chair for the term of 2013 - 2014. 1st call: John Krisinger nominated Reto Riesen. No nominations were put forward in the 2nd and 3rd calls.

Reto Riesen was acclaimed Chair of Education Council for 2013 - 2014.

Nominations were held for Education Council Vice-Chair for the term of 2013 - 2014. 1st call: Gerry Gauthier nominated Ann Marie Merkel. No other nominations were put forward.

Ann Marie Merkel was acclaimed Vice-Chair of Education Council for 2013 - 2014

EC.13-13.2 ➤ **Summary of Motions '11 - '12**
 Summary of Motions '11-'12 has been posted to the website.

EC.13-13.3 ➤ **Transfer Credit**
 NWCC has become a sending and receiving institution. The current Transfer Credit policy is combined with the Prior Learning Assessment policy. Education Policy Analysis Committee will review the transfer credit policy, ensuring representation across the college to help with the development of that policy and the practices that go along with that. Cluster representatives need to be identified to the registrar.

The system is starting to review approval processes, course outlines, and transfer credit expiry dates. NWCC would like to formalize these policies.

***Action item for all EdCo members: Discuss with clusters appropriate representatives for policy development and identify them to the registrar by May 31st, 2013 at the next Education Council meeting.*

EC.13-13.4 ➤ **Draft EdCo Meeting Schedule 2013 - 2014**
 EC.13-13.4.1 ○ **Joint FNC dates**
 First Nations Council extended the invitation to EdCo to have a joint meeting in the afternoon, after the regular business meeting of both parties.

EC.13-13.5 ➤ **Academic Schedule 2014 - 2016**
 Winter semesters were adjusted to the following end dates for the years 2014, 2015 and 2016, to April 25, April 24, and April 22, respectively.

The Academic Schedule was uploaded to the Education Council portal and will be posted on the website.

Carried Education Council approves the academic schedule as amended.
 Deb Stava/ Reto Riesen

EC.13-14 **New Business**

E.C.13-14.1 ➤ **FNC Policy Request - Student Bereavement**
 First Nations Council requested Education Council to entertain a policy for student bereavement. EdCo referred the request to the Education Policy Analysis Committee for review.

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| EC.13-14.2 | ➤ Social Service Worker |
| Tabled | <p>SSW 192 indicates that PSYC 102 is a prerequisite, but it is improbable that students would complete PYSC 102 in the fall. This may be a typo. Also, ensure that the program finishes in May. Sent back to SSW for review.</p> <p>EdCo affirmed the inclusion of the cluster minutes in the SSW package.</p> |
| EC.13-14.3 | ➤ Associate of Arts; Archaeological & Cultural Resource Management Specialization – Sheree Ronaasen |
| | <p>The department of Archaeology has noted logistical difficulties in obtaining the associate of arts requirements for the archaeological & cultural resource management specialization. The proposed program requirements will increase flexibility of the degree across the college region.</p> <p>Specifically, the program requirements indicate 6 credit hours of field school and separately list specific 200 level Anthropology courses. However, no anthropology 200 level course is offered outside of field school and the students cannot take one course to satisfy 2 requirements. As well, some courses are only offered in the Terrace campus, making it difficult for students in Smithers to complete the specialization.</p> <p>Amendments and Suggestions: Education Council expressed concern that not all FNST are humanities and requested that it be further clarified for students. Changes were made to indicate which FNST courses would satisfy the humanities requirement, and added any First Nations language course. The document of courses contained a typo “20010/2011” which needs to be deleted.</p> |
| Carried 1 Against | <p><i>Motion to pass with changes</i> Ann Marie Merkel/ Steven Verblac</p> |
| EC.13-14.4 | ➤ Business Administration |
| Tabled | <p>No representatives from Business Administration were present.</p> |
| EC.13-14.5 | ➤ 2013/2014 Fees – Deb Stava |
| | <p>The department of the Registrar is currently testing fees in Colleague. Tuition fees will be increased 2%, Canadian federation fees and student fees are also being increased. Fee increases are applicable August 1st, 2013.</p> |
| EC.13-14.6 | ➤ Field School Registration |
| | <p>The Stewart / Telegraph Creek Field school required the students to pay the full tuition and expense fees upon registration. The UC cluster chair presented the</p> |

following motion:

“Given that the recent changes to tuition payment for registration has adversely affected field school enrollments, the UC cluster recommends that tuition fees for field school courses not be treated differently than other intersession or UC courses.”

This has been corrected. Students are required to make a \$100 tuition deposit to plus 20% of the field trip fees. Students will be contacted that wanted to register for this course. The following is the current rule from the website:

Fees, Withdrawals & Refunds

Full refunds are made only if a field school is cancelled by the College or if the student withdraws from a field school for a documented medical or bereavement reason before the start of the field school. Withdrawals and requests for refunds are administered as follows:

- 100% if NWCC cancels the field school
- 100% refund of deposit &/or fees if someone from the waitlist takes your place
- A deposit of 20% of field school fee is due at registration
- Full fees **MUST** be paid in full 15 days prior to field school start date.

<http://universitycredit.nwcc.bc.ca/FieldSchools/Overview.cfm?Program=STFS>

EC.13-14.7

➤ **Education Directions Document**

After the adoption of the strategic plan, the College has requested that each department select goals. There will be one College-wide document that reflects all goals of department. Education Council has set Education Policy and Program Review as two areas of focus for the coming year.

Strategic Plan has been posted to the EdCo portal for members of EdCo to review. Final goals will be decided at the next meeting.

Question to EdCo – What is it that will be contributed from EdCo in the Education Directions document for the strategic planning goal of responsive curriculum, educational institution of choice.

EC.13-15

Reports

EC.13-15.1

➤ **Chair – Reto Riesen**

The chair represented EdCo at the budget Committee meetings. The corrected 2nd draft of the budget has made the college financially balanced budget. The plan is to take the budget to the May Board of Governors meeting.

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| | <p>BOG met in Smithers. The chair gave Education Council report and mentioned the motion about articulation meetings. The president reports ENDS on responsiveness.</p> |
| EC.13-15.2 | <p>➤ CPAC</p> <p>The next CPAC meeting will hold elections for vice-chair. EdCo members are invited to attend the CPAC meeting on May 10, 2013.</p> |
| EC.13-15.3 | <p>➤ A5 – Sherry Beal</p> <p>Sherry Beal was elected chair, with Shelley Koopmans in the position of vice-chair. The A5 group will meet quarterly, although is currently meeting more regularly to</p> <p>The following policies are under review at A5:</p> <ul style="list-style-type: none"> • International Student Admissions • Concurrent Studies • Student Complaints • Code of conduct • Academic Appeals |
| EC.13-15.4 | <p>➤ FNC – Adrian Carlick</p> <p>No update</p> |
| EC.13-15.5 | <p>➤ Educational Planning and Program Review</p> <p>Program Review Committee had a meeting earlier in the week. During the initial meeting the role of the committee was reviewed, discussed terms of reference. The standing committee under EdCo is Educational Planning and Program Review. Operationally, the committee will only focus on program review. The goal is not to change the by-laws but to clarify expectations.</p> <p>Community, Crime and Social Justice, Freda Diesing School of North Coast Art and the Heavy Equipment Operator program are the first programs to be reviewed. They will start the next academic year and, as the pilot programs, will have a two year terms. By next meeting we will have a flowchart and processes in place to carry on formally.</p> |
| EC.13-15.6 | <p>➤ Clusters</p> <p>CCP – had an all-day meeting in Terrace, discussing what courses need to be eliminated, which courses are dormant, and what is actively being offered. Articulation: 7 of 9 subject areas have been approved for articulation. Courses should be articulated every 7 years. The best practice is to list in header or footer when a course was last articulated. CCP is actively seeking partnerships within NWCC, like trades, to develop assessments to ladder into other programs.</p> |

UC had their annual general meeting. A major snag to the current time tabling will be that courses offered by videoconferencing and other distributed learning are off the table.

Meeting Adjourned: 11:23 Mikael Jensen/ Ian Hamilton

Next Meeting: May 31, 2013