

**MINUTES OF THE  
EDUCATION COUNCIL MEETING**September 26, 2014  
Room 208 at 10:00 AM

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**Present:** Chris Gee, Debbie Stava, Julia Moore, Kim McIntyre, Reto Riesen, Desiree Louis, Priscilla Michell

**Videoconference:** Dave McKeever, Mercedes de la Nuez, Regina Saimoto, Rocque Berthiaume, Brian Butler

**Regrets:** Ann Marie Merkel, Kathy Haley, Ian Hamilton, Tanya Rixin, Gerry Gauthier, Brian Badge, Reilly Walker, Ken Burt

**Recording Secretary:** Meredith MacLeod

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**Call to Order:** Reto Riesen called the meeting to order at 10:06 a.m.

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.

**EC.14-1 Adoption of Agenda**

## Additions to the Agenda:

- Elections Update—Debbie Stava (New Business)
- Power Devolved to CPAC—Chris Gee (Business Arising)
- Committee Reporting—Debbie Stava (New Business)

*Motion to adopt the agenda as amended.*

*Carried* Chris Gee / Kim McIntyre

**EC.14-2 Approval of Minutes from May 30, 2014**

*Motion to pass minutes from May 30, 2014.*

*Carried* Debbie Stava / Julia Moore

**EC.14.3 Business Arising**
**EC.14.3.1 ➤ Power Devolved to CPAC—Chris Gee**

The purpose of Education Council devolving powers was questioned when CPAC used an email vote over the summer. Although not always the case, the email vote was used because the item was urgent and relatively simple.

The intention of devolving powers is to allow items to continue to be dealt with over the summer. Quorum for Education Council can be difficult to attain in the summer, as many members are faculty and do not return fully until September. Education Council still reviews and can overturn/change any decisions.

**EC.14.4 New Business**
**E.C.14.4.1 ➤ Committee Reporting—Debbie Stava**

It is being suggested that the organization of EDCO agenda items be changed. Items that have come from subcommittees should go under the “Reports” section. For example, the Transfer Credit Policy would be part of the A5 Report and the MPO Program Change Approval would be part of the CPAC Report.

All committees report back to EDCO, it is important for EDCO to be planning and organizing what the subcommittees do. CPAC should be making recommendations that EDCO approves.

Reorganizing the EDCO agenda that way may cause confusion (with the meeting documents) and items could get lost. Rather than change the format of the agenda, we will start putting beside the items in New Business and Business Arising the committee that the item came from i.e. CPAC, A5.

**EC.14.4.2 ➤ Elections Update—Debbie Stava**

This year, the Registrar, responsible for elections, is working with the Communications team for promotion on the website.

The first request for nominations for the Education Council student seats has finished. The results have Desiree Louis from Prince Rupert and Reilly Walker from Terrace in two of the seats. The second call for the remaining seats, Terrace and other than Terrace or Prince Rupert, will begin on Monday, September 29<sup>th</sup>.

The notice for the Education Council By-Election will begin on Monday, September 29<sup>th</sup>. The two vacant seats are one for Health Programs and one for a

Support Staff.

The Board of Governors has a new chair and a new student representative, Stephanie Spencer, from the Applied Coastal Ecology program. The second call for the other remaining student seat will begin Monday, September 29<sup>th</sup>.

The second call for nominations for the three student seats on the First Nations Council will begin on Monday, September 29<sup>th</sup>. The student seats are for Terrace, Prince Rupert and Smithers ideally, but any students are eligible.

EC.14.4.3 ➤ **Standing Committees Membership**

Overall membership to the subcommittees looks healthy. It was noted that the meeting times can be a hurdle for membership.

Brian Butler put his name forward as a member of Education Policy Committee.

EC.14.4.4 ➤ **MPO Program Change Approval (From CPAC)**

The MPO Program will be an item at the next agenda, with the program coordinators present in order to address concerns from EDCO members about the program.

**ACTION ITEM:** Adjust the website (program flatsheet) on MPO to reflect the changes from the EDCO table.

*Motion to accept the removal of the driver's license requirement from the Mineral Processing Operator Program.*

Carried

Regina Saimoto / Reto Riesen

Abstain—1

Approve—8

Decline—1

EC.14.4.5 ➤ **ICT Program—Brian Butler/Tanya Rexin**

The decision was made on August 15<sup>th</sup> to suspend the ICT program because of low intake. All students and advisors have been notified. The ICT program is part of a collaborative but no discussion has been had with other institutions on what they are doing. . The policy and process on suspending, and ultimately canceling, a program needs to be followed. The college policy mentioned was not immediately available. Members noted that it exists but wasn't applied for some time.

**ACTION ITEM:** Dean (Tanya Rexin) needs to be present. More input from Collaborative expected. Program cancellation policies to be circulated with minutes and brought for discussion. Tabled to next meeting.

EC.144.6 ➤ **Education Policy Committee**

The working group met on September 15<sup>th</sup> to discuss the Education Policy Committee. The group was unable to determine what Education Policy Committee should be tasked with. A5 and CPAC both handle policies for EDCO and a parallel policy group outside of EDCO also exists. The group questioned whether we need a standing policy committee at the EDCO table. The recommendation of the EPC working group is to continue the suspension of the committee and call it to order if needed. The group also made the recommendation that the EDCO Chair, or a designate, sit at the other policy table (outside of EDCO.)

*Motion to suspend the Education Policy Committee until further notice and that Education Council have representation at the College Policy Committee.*

Carried

Reto Riesen / Chris Gee

EC.144.7 ➤ **Applied Research—Regina Saimoto**

As NWCC applies for NSERC approval, it was noted that the institution is missing animal care. NWCC is currently in the process of signing an agreement with UNBC which would have the NWCC fall under their animal care certification. This agreement takes effect in January 2015 and will be circulated once finalized. UNBC requested that a representative from NWCC sit at their Canadian Animal Care committee. How should we go about finding a member? Whether we ask for volunteers, or appoint someone. Makes sense to have someone who works with animals.

**ACTION ITEM:** Identify someone to sit at UNBC's Canadian Animal Care Committee as a NWCC representative.

Education Council's responsibility with this process is to ensure instructors are aware of the NSERC status and policies. All clusters to be informed. EDCO should also be involved on the review board, yet to be assembled.

**ACTION ITEM:** EDCO recognizes the need for policies on applied research as it applies to EDCO. To be referred to the consultant, by Debbie Stava, to research the need for policies and will be brought back to the table.

EC.144.8	<p>➤ <b>Transfer Credit Policy—Debbie Stava (From A5)</b></p> <p>The draft Transfer Credit policy was worked on by the working group comprised of faculty, administration and support staff. It was reviewed by A5 in April and May.</p> <p><b>ACTION ITEM:</b> Education Council should review and give any feedback on the draft Transfer Credit policy to Debbie Stava (via Meredith MacLeod) by October 6<sup>th</sup>.</p> <p>The appeals policy is needed in conjunction with the transfer credit policy. When the appeals policy draft is complete it will be brought to the table. Everyone is welcome to the Transfer Credit meetings if they wish to give input and be part of the draft process.</p>
EC.145	<b>Reports</b>
EC.141	<p>➤ <b>Chair - Reto Riesen</b></p> <p>The new President, Ken Burt, was at the recent Board of Governors meeting.</p>
EC.142	<p>➤ <b>CPAC - Debbie Stava</b></p> <p>No Report.</p>
EC.143	<p>➤ <b>A5 - Ann Marie Merkel</b></p> <p>No Report.</p>
EC.144	<p>➤ <b>FNC - Priscilla Michell</b></p> <p>No Report. First meeting on October 3<sup>rd</sup>.</p>
EC.145	<p>➤ <b>Educational Policy Committee</b></p> <p>No Report.</p>
EC.146	<p>➤ <b>Educational Planning and Program Review</b></p> <p>No Report.</p>
EC.147	<p>➤ <b>Clusters</b></p> <p>CCP</p> <ul style="list-style-type: none"> <li>- Last CCP report was on the use of the accuplacer. Trainers for it were brought in on September 23<sup>rd</sup> for two sessions in Terrace, attended by the Trades and CCP departments. It looked like a good program, but not sure if it will be suited</li> </ul>

and necessary for the lower levels of CCP. Unsure of its status or the decision made on its use.

Business Administration

- Currently developing an entrepreneurship level program certificate with three new courses. It will be coming to EDCO shortly with a start date in 2015.

UC

- Hondo Arendt is developing a course on the History of Anti-Semitism.

EC.14-8      ➤ **Core Review - Tanya Helton**  
No Report.

EC.14-9      ➤ **Growing Through Giving**  
Growing Through Giving is next week on Wednesday, October 1<sup>st</sup>.

Meeting Adjourned: 12:14 p.m.

Next Meeting: **October 24, 2014**