## MINUTES OF THE EDUCATION COUNCIL Meeting October 19, 2018 Room 208 at 10:00 AM

Present:	Kimberly McIntyre (for Mercedes de la Nuez, Carrie Nolan, Amanda Kirkham (for Marina Carere), Marja Burrows, Jessica Scafe (for Emily Suderman), Stephen Salem, Colin Elliott (for Laurie Waye), Damanpreet Singh Bopari, Simitpal Singh, Kezia Sinkewicz, Seth Downs, Justin Kohlman, John Dyck, Catharine White, Reto Riesen	
Guests:	Sarah Grielens, Allison Conway,	
Joined by Distance:		Jaswinderpal Singh, Salil Malhotra, Laurie-Lynn Kallio
Regrets:		Karmen Smith
Not in attendance:		
Recording Secretary: T		Tracey Fell

Meeting called to order at 10:03am

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.18-36	Adoption of the Agenda for October 19, 2018, with additions: Registry required changes to Health Care Assistant Program
Carried	Motion to accept the agenda with additions
	Stephen Salem, Marja Burrows
EC.18-37	Approval of the Minutes from September 21, 2018
Carried	Motion to approve minutes as amended
	Jessica Scafe and Carrie Nolan
EC.18-38	Consent Agenda – No Items
EC.18-39	Business Arising
EC.18-39.1	K-12 Curriculum Update – Stephen Salem

	November 6 Symposium for Registrars, superintendents and VPs. Reminder to clusters to please review program requirements in relation to curriculum changes as students going into grade 12 are choosing courses already based on program requirements. None of the proposed dates to meet with Pat Duncan, Minister of Transitions between HS and Post-Secondary dates will work for the group.
EC.18-39.2	Taskforce Updates (CMS & Bylaws) – Stephen Salem & Catharine White
	<ul><li>CMS: The project group has met a couple of important milestones. The catalogue software is going to the preview phase Wednesday Oct 24. We are positioned well to go into preview in tandem with the website. The curriculum management software has passed its first milestone, it is approximately an 8-month process to complete the project. Once the project is complete, the software will create a more agile system for curriculum development and resource storage.</li><li>Bylaws: looking at doing a retreat on a Friday in November to work on the bylaws. If anyone is interested in participating, please let Catharine know. It would be great to have student participation</li></ul>
EC18-39.3	International Agreements – Justin Kohlman
	We are in the process of a review of International, many pieces of the five-year strategic plan are complete, presently looking at the path forward. Many faculty and staff have already spoken with Thevi Pather (International consultant). Target date of end of November for the new International Strategic Plan. Thevi Pather is back on campus next week.
	Park University was here last week, visited Prince Rupert and Terrace high schools as well as local businesses. News release is going out regarding Park to local high school kids to go to a mini camp available to local high school students with strong academic and athletic skills.
	Continuing to work of diversification of student body. Across Canada, 81% of students coming in are from India. Sprott Shaw, Royal Bridge and Language Gallery agreements will help bring in dual credit students.
	Thank you from Justin for recent invitations to be involved in academic processes such as exam invigilation. Those type of experiences, if people have ideas or suggestions and want to invite him, he is happy take part.
	Recommendation from Catharine to clusters to meet with Thevi to benefit from his knowledge base. Please let Catharine know if there is cluster feedback.
EC.18-34.1	Mineral Processing Operator Program – Laurie Lynn Kallio
	MPO 101 and 102 originally brought to ACPC to reduce the number of hours included in those two courses. The ACPAC and EDCO process has led to updates to all the documentation for the program. Laurie has been working with COLT to incorporate higher level learning outcome language into all the course outlines.
	For bylaw committee: at the last meeting, it was identified that MPO does not have a cluster. Discussion regarding adding MPO to the trades cluster.
	Adjustments to documents completed during the meeting:
	Reordered courses on the program outline to reflect the order in which the courses are completed.

	Stephen Salem and Jessica Scafe
Carried	Motion to approve the New Program Development Policy and Procedures
	Procedures: Discussion of tracked changes.
	Policy: Discussion of tracked changes.
EC. 18-34.2	EPC – Program and Course Development Policy and Procedures – Stephen Salem
	Stephen Salem and Marja Burrows
Carried	Motion to approve the MPO documents as amended
	The course creator can be identified from existing program documents.
	No course creator can be identified from existing program documents.
	assessment types to evaluation profile. Action item: research who the course creator was for inclusion in course outlines.
	Action item: Carrie Nolan, addition of participation as well as experiential place-based
	Lynn to connect post meeting for further discussion of MPO assessment.
	Reviewed the MPO assessment, minor adjustments made. Recommended the assessment form be taken to marketing for brand standards review. Kezia and Laurie
	Adjustment of language under Evaluation Profile for MPO 199
	Adjustment of credits for MPO 106 to 1.5
	Removal of PLA language from template
	with minimum 70% each for previously completed MPO courses
	removal of online language. Updated pre-requisites on all relevant course outlines to include "successful completion
	Inclusion of 2 credits to MPO 101 and adjustment of lecture hours from 40 to 28 and
	Removal of Transportation Endorsement from prerequisites in MPO 100 course outline as it is a module of the course.
	Stephen Salem and Marja Burrows
	Motion to table the grading profile and approve post meeting
Carried	
	Adjustments as required to the grading profile on all the course outlines.
	Changes to the Online language under Instructional Activity on relevant course outlines.
	Removal of the course description as it appears on the website language on all the course outlines.
	Adjusted the admission requirements language in the Program Outline.
	Removed terms column from program outline
	Adjusted total program credits on program outline from 22 to 21.5

Carried	Definitions List: Motion to approve the definition list and add it to the Master Definitions List Stephen Salem and Seth Downs
EC.18-40	New Business
EC.18-40.1	WST – Kimberly McIntyre The course title has changed: Worldhost is now called Superhost. Updates were made as required by the BC go2 Tourism HR Society.
	Learning Outcomes are updated to match the Superhost: Foundations of Service Quality. The learning outcomes are set by go2 Tourism HR Society (2017), as are the required materials: Superhost:
	The course is not a program graduation requirement, it is included to aid in gaining employment.
	The required instructor qualifications have also changed. Previously, Kari Eisner was able to teach the course. The instructor certification requirements set by the society have changed and the new requirements include that the instructor needs to teach the course three times a year to maintain certification. Future offerings will be contracted through Workforce Training.
	Adjustments made to course outline included correcting the course name to include WST, removal of "approximately" from the 10-hr duration and change from % to hours, clarification of certification requirements, and corrections to grading profile.
Carried	Motion to approve the changes to WST 113 on the auspice that it will be transferred to the current branding.
EC.18-40.2	Stephen Salem and John Dyck
20.10-70.2	Notice of Motion: ASE name change – Kimberly McIntyre ASE Cluster is proposing to change the department name from ASE (Adult Special Education) to LEAP (Link to Employment and Academic Pathways). EMC and Cluster have approved this change. The word "special" is not inclusive, and most institutions no longer use the ASE title. The new title will be a better representation of what the students are capable of. There are impending changes to the language used provincially as well.
	The cluster name change will also help clarify the programs within the cluster. It will create some work for the RO, but it will create more clarity. Program outlines may need to come back through EDCO.
	To go forward for motion at November 16 meeting
EC-18-40.3	Internal transfer credits: Math 251 to Math 131
	Math 251 is required for the BADM accounting concentration diploma. Due to declining numbers of students choosing to take the accounting concentration, it has been difficult to offer the course, particularly in regional campuses. UC's Math 131

	has been identified as an almost 100% equivalent statistics course and is offered face
	to face at both Terrace and Prince Rupert campuses. UC instructors have been
	supportive of Business students by incorporating business examples in the instruction.
	This internal transfer credit was in place before the process changed.
Carried	
Camea	For information purposes
EC-18-40.4	Internal Transfer Credit: ABT 221 + 226 to ACCT 150 – Seth Downs
2010 (0)	Prior to the EDCO motion to change the process for internal transfer credit, ABT
	221 and 226 combined had been articulated at equivalent to ACCT 150. ABT 226
	cover 85% of learning outcomes of ACCT 150.
	Question: is an end date appropriate? Probably. Five years is generally considered
	current. This will be addressed by the Credentialing Policy.
	For information purposes
EC.18-40.5	Internal Transfer Credit: CPSC 111 to SSW 109 & 110 – Marja Burrows
EC.10-70.5	Prior to the EDCO motion to change the process for internal transfer credit, students were
	able to use SSW 109 and 110 to fill credential requirements in place of CPCS 111. SSW 109
	and 110 are no longer being offered. The internal transfer credit is end dated for 2021 to
	provide adequate time for current part time students who are completing their credential over
	a longer period to graduate.
	For information purposes
EC.18-40.6	HCAS: Registry changes – Cat Martin
	HCAS registry has a new set of admissions guidelines and changes to admissions criteria. The
	changes need to be implemented immediately as they are prescribed by the registry. We need
	to update the information on the website to match the registry requirements right away. Cat
	will bring through the changes being made to the program after she receives the report from
	the registry audit. She will receive the report sometime in November.
Carried	Motion to accept the proposed changes to the prerequisites and program admissions requirement for the
Carried	House to accept the proposed changes to the prerequisites and program damissions requirement for the Health Care Assistant Program
	Carrie Nolan and Kim McIntyre
EC.18-41	
	Reports
EC-18-41.1	Reports Chair – Catharine White
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	On deck for the Education Policy Committee:		
	The Credentialing policy, the policy has been built and Procedures need to be created		
	The Grading Policy, Stephen is looking for faculty assistance		
EC.18-341.5	Educational Planning and Program Review - Tabled		
EC.18-41.6	International Advisory Committee – Jessica Scafe for Emily Suderman		
	List of items for research will be sent out with the minutes of the Oct 5 meeting. Some work has been assigned to UC cluster that will be necessary for when degree audit comes online.		
EC.18-41.7	Educational Practice - Carrie Nolan		
	BC Campus has approached CMTN to host next year's annual Teaching Symposium. Reaching out to K-12 to try to do an integrated event. Carrie, Catharine and Kathryn resenting on the Yurt and Paddles and Pedagogy in Norway next week. Adam Nash and Matt Beedle heading down to this year's teaching symposium. This year's Paddles and Pedagogy faculty have been chosen.		
EC.18-41.8	Cluster Reports – Tabled		
	Meeting Adjourned at: 12:38		
	Next Meeting: November 16, 2018		