

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

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**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:** Tracey Fell

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

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**

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.

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

*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.

Adjusted total program credits on program outline from 22 to 21.5  
Removed terms column from program outline  
Adjusted the admission requirements language in the Program Outline.  
Removal of the course description as it appears on the website language on all the course outlines.  
Changes to the Online language under Instructional Activity on relevant course outlines.  
Adjustments as required to the grading profile on all the course outlines.

*Carried*

*Motion to table the grading profile and approve post meeting  
Stephen Salem and Marja Burrows*

Removal of Transportation Endorsement from prerequisites in MPO 100 course outline as it is a module of the course.  
Inclusion of 2 credits to MPO 101 and adjustment of lecture hours from 40 to 28 and removal of online language.  
Updated pre-requisites on all relevant course outlines to include “successful completion with minimum 70% each for previously completed MPO courses  
Removal of PLA language from template  
Adjustment of credits for MPO 106 to 1.5  
Adjustment of language under Evaluation Profile for MPO 199

Reviewed the MPO assessment, minor adjustments made. Recommended the assessment form be taken to marketing for brand standards review. Kezia and Laurie Lynn to connect post meeting for further discussion of MPO assessment.

Action item: Carrie Nolan, addition of participation as well as experiential place-based assessment types to evaluation profile.

Action item: research who the course creator was for inclusion in course outlines.  
No course creator can be identified from existing program documents.

*Carried*

*Motion to approve the MPO documents as amended  
Stephen Salem and Marja Burrows*

**EC. 18-34.2 EPC – Program and Course Development Policy and Procedures – Stephen Salem**  
Policy: Discussion of tracked changes.  
Procedures: Discussion of tracked changes.

*Carried*

*Motion to approve the New Program Development Policy and Procedures  
Stephen Salem and Jessica Scafe*



	<p>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.</p> <p><i>Carried</i></p> <p><i>For information purposes</i></p>
EC.18.40.4	<p><b>Internal Transfer Credit: ABT 221 + 226 to ACCT 150 – Seth Downs</b></p> <p>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.</p> <p>Question: is an end date appropriate? Probably. Five years is generally considered current. This will be addressed by the Credentialing Policy.</p> <p><i>For information purposes</i></p>
EC.18.40.5	<p><b>Internal Transfer Credit: CPSC 111 to SSW 109 &amp; 110 – Marja Burrows</b></p> <p>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.</p> <p><i>For information purposes</i></p>
EC.18.40.6	<p><b>HCAS: Registry changes – Cat Martin</b></p> <p>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.</p> <p><i>Carried</i></p> <p><i>Motion to accept the proposed changes to the prerequisites and program admissions requirement for the Health Care Assistant Program</i></p> <p><i>Carrie Nolan and Kim McIntyre</i></p>
EC.18.41	<b>Reports</b>
EC.18.41.1	<p><b>Chair – Catharine White</b></p> <p>Support for the FNC chair to have a vote on the Board of Governors. It has been turned down by the government in the past, but it is worthwhile to request again. Catharine would like EDCO to consider what the committee can do to support the FNC chair.</p>
EC.18.41.2	<b>FNC – Tabled</b>
EC.18.41.3	<b>ACPAC – Tabled</b>
EC.18.41.4	<b>EPC –Stephen Salem</b>

	<p>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</p>
<i>EC.18.341.5</i>	<b>Educational Planning and Program Review</b> - Tabled
<i>EC.18.41.6</i>	<p><b>International Advisory Committee – Jessica Scafe for Emily Suderman</b>  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.</p>
<i>EC.18.41.7</i>	<p><b>Educational Practice – Carrie Nolan</b>  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.</p>
<i>EC.18.41.8</i>	<b>Cluster Reports</b> - Tabled
	<p><b>Meeting Adjourned at: 12:38</b>  <b>Next Meeting: November 16, 2018</b></p>