

Minutes of the Education Council Meeting  
May 17, 2019  
Spruce 208 at 10:00am



**Membership:** Dave McKeever, Stephen Salem, Lauren Fraychineaud, Seth Downs, Sarah Grielens, Colin Elliot (Laurie Waye), Gord Weary, Marja Burrows

**Guests:** Tracey Salem, Allison Conway, Adam Nash, Carla Ollenberger, Marina Carere

**Video Conference:** Erfan Zarhai (Reto Riesen), Mike Rauschenberger

**Teleconference:** Bill Dow (Guest), Maisson Schulmeister (Guest), Roxanne Ridler (Guest), John Dyck (Member)

**Regrets:** Sumitpal Singh, Justin Kohlman, 3 other students?

**Recording Secretary:** Emily Suderman (Andrea Brousseau)

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Meeting called to order at 10:27 am (waiting for quorum)

CMTN'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.19-25	<b>Adoption of the Agenda for</b>  <i>Motion to accept the agenda with additions of the Academic Integrity and Appeals Policy and tabling Criminology Diploma &amp; ECCE 222 name change.</i>  Carried Stephen Salem, Seth Downs
EC.19-26	<b>Approval of the Minutes from</b>  <i>Motion to approve the minutes as presented</i> Carried Stephen Salem, Sarah Grielens
EC.19-27	<b>Consent Agenda</b>  No Items
EC.19-28	<b>Business Arising</b>

EC.19-28.1	<p>K-12 curriculum update by Stephen Salem.</p> <p>Starts in September and all clusters have looked at the curriculum and are updating their entrance requirements. For advising purposes, all programs should have updated their English, math and science requirements. Any course outlines need to be approved by cluster and submitted to ACPAC to start the curriculum governance process.</p>
EC.19-28.2	<p>Task force updates – Bylaws</p> <p>Bylaws have been discussed at EdCo previously and were well received. Changes need to be discussed and a new meeting will be called.</p> <p>Volunteers: Allison Conway, Carla Ollenberger, Sarah Grielens, Mike Rauschenberger, David McKeever, Stephen Salem</p> <p>Action Item: EdCo Chair to set meeting to discuss Bylaws.</p> <p>Task force updates – Curriculum Management Software</p> <p>The catalogue was the first part of this project and it is complete. Problems discussed at the last meeting have been fixed. The website is a “living” catalogue that will be archived once a year. The second part of this project is the curriculum workflow and approval process which is getting underway and we are looking for faculty volunteers to facilitate the process. There will be 2 days in June of training. IT resources are in short supply to support this.</p>
EC.19-28.3	<p>International agreements - Stephen Salem.</p> <p>An agreement with another language school is in process but not solidified at this point. New acceptable English equivalents for students from this agreement will be brought through EDCO if approved.</p>
EC.19-28.4	<p>Appeals Committee membership</p> <p>Carrie Nolan previously made an urgent request for additional appeals committee members. Further encouragement if anyone else is interested in volunteering. There are currently 7 appeals to review.</p> <p>Volunteers: Jonathan Stone, Gord Weary, and Seth Downs. Reto Riesen is an alternate.</p>
EC.19-28.5	<p>ACPAC Chair</p> <p>Call for nominations and discussion regarding ACPAC committee. John Dyck volunteered to let his name stand.</p> <p>John Dyck is acclaimed as the ACPAC chair.</p>
EC.19-28.6	<p>Harmonized Electrical Foundation</p> <p>Emily Suderman (former ACPAC Chair) spoke on behalf of the Trades department.</p> <p>For the record, as per the bylaws curriculum developers or designate are required to attend EdCo to speak to, and answer question of, the curriculum being presented [this did not occur in this case].</p> <p>EDCO Required the following changes to the program documentation before approval:</p> <p>Admission requirements deleted the “Grade 12 recommended”, added spaces between ‘level’ and ‘1’, added “To” under program learning outcomes, edited the total course</p>

Carried

	<p>hours, added ACCUPLACER and CAT to the math equivalencies, removed the word Carpenter and replaced with Electrical.</p> <p><i>Motion to accept the changes and documentation to Harmonized Electrical Foundation as amended</i></p> <p><i>Stephen Salem, Marja Burrows</i></p>
<b>EC.19-29</b>	<b>New Business</b>
EC.19-29.1	<p>Academic Integrity and Appeals</p> <p>Carried</p> <p>Added the following wording to the policy in section 8.01 regarding reasons to restrict enrollment:</p> <p>“Support student success by limiting the number of courses taken in a given term.”</p> <p><i>Motion to accept the changes to the Academic Integrity and Appeals Policy</i></p> <p><i>Stephen Salem, Seth Downs</i></p>
EC.19-29.2	<p>Nursing Outline - Marina Carere</p> <p>Carried</p> <p>Nursing did not previously have an outline. The program outline is in alignment with UNBC. EdCo has previously approved most of the document, highlighted changes include:</p> <ul style="list-style-type: none"> <li>○ Admission Requirements Changed to include the new K-12 requirements.</li> <li>○ Language proposed regarding application deadlines and dates, “this program is competitive and document submission is in alignment with UNBC. The following dates may change year to year:”.</li> <li>○ Once the UNBC senate approves the wording for the Negative TB skin test it can automatically be included in the document.</li> <li>○ Bridging modules for the Practical Nurses have been created through UNBC but do not yet have approval through senate. We will include suggested wording “*subject to available UNBC course offerings*”</li> <li>○ Added link directly to the BCCNP English requirements for the IELTS and CEBLAN</li> <li>○ Clarification around transferability between the 3 collaborative institutions.</li> <li>○ Program learning outcomes came directly from the UNBC documentation.</li> </ul> <p>Action item: Add a link under the characteristics of students to the BCCNP website where they were taken directly from.</p> <p><i>Motion to accept the changes and program outline for the Northern Collaborative Baccalaureate Nursing Program</i></p> <p><i>Marja Burrows, Stephen Salem</i></p>
EC.19-29.3A	<p>Access to Practical Nursing - Lauren Fraychineaud</p> <p>The Provincial Body required changes to the curriculum. Since the provincial standards were heavily based on exams and midterms our faculty added additional evaluation methods including projects.</p> <p>Addition of ACCUPLACER and CAT assessments as acceptable for admissions into the program.</p> <p>APN requires an opt-out form for the immunization requirement.</p>

<i>Carried</i>	<i>Motion to approve all Access to Practical Nursing changes course outlines based on the provincial curriculum guide. Lauren Fraychineaud, Stephen Salem</i>
<i>Carried</i>	<i>Motion to approve the Access to Practical Nursing outline Lauren Fraychineaud and Stephen Salem</i>
EC.19-29.3B	Discontinuation of Practical Nursing Program Notice of motion to discontinue to the Practical Nursing Program. Program hasn't run since 2012.
EC.19-29.4	Proposed EdCo and ACPAC schedule. <i>Motion to accept the proposed schedule for Education Council and ACPAC for 2019/20.</i>
<i>Carried</i>	<i>Stephen Salem, Marja Burrows</i>
EC.19-30	<b>Reports</b>
EC.19-30.1	<b>Chair – David McKeever</b> Attending the Academic Governance governing body of Education Councils across the province and will report in June.
EC.19-30.2	<b>First Nations Council</b> Next FNC meeting is May 31st. Suggested that we have a joint meeting.
EC.19-30.3	<b>ACPAC – Emily Suderman</b> Faculty encouraged to attend ACPAC meetings.
EC.19-30.4	<b>EPC – Stephen Salem</b> Grading policy and invite various faculty to attend. Times will vary so that many people can attend. Policy implementation is the next step.
EC.19-30.5	<b>Educational Planning and Program Review</b> ACE, geoscience and business. A few more are slated to begin in trades. It's ongoing and progress is being. Geoscience program will be wrapped up soon.
EC.19-30.6	<b>Educational Practice</b> No Report
EC.19-30.7	<b>International Advisory Committee Report:</b> New chair required.
EC.19	<b>Cluster Reports</b> No Report
	<b>Meeting Adjourned at: 2:00pm</b>
	<b>Next Meeting: June 21, 2019</b>