

Northwest Community College Education Council

MOTIONS October 1999 – August 2000

(Per Article 8.2(i) of the Constitution)

Meeting of September 17, 1999

That Education Council move the October 15, 1999, meeting from the Terrace Campus to the Hazelton Campus.

That Education Council have the March 17, 2000, meeting at the Prince Rupert Campus and that the May 19, 2000, meeting be held at the Kitimat Campus.

That Education Council will initiate a review of the Admissions Process.

That Education Council strike a task force to examine, review and develop a process to deal with suspended programs and that this process will be brought forward to the next Education Council meeting.

That Education Council accept the review of the ECE Program Review and accept all recommendations with the exception of #4 (That every student be required to attend a personal interview as part of the admission requirements.)

That Education Council design a process for development of an action plan in response to recommendations arising from a review, identifying who is accountable for what.

That the Program Review Task Force has completed their task and that it be disbanded.

To refer the recommendations from the Program Review Task Force to the Educational Planning and Program Review Committee (EPPR) for implementation.

That the matter of Bylaw Changes be tabled.

That Course Credit Policy be removed from the agenda until further notice.

The Education Council accept the recommendations of the Task Force on Standing Committees and strike the following Standing Committees:

Awards, Assessments and Admissions

- add 23.1m Qualification for admissions policies

Education Planning and Program Review

Articulation and Curriculum

- add 23.1n Criteria for awarding Certificates, diplomas and degrees.

Educational Policy Analysis

as recommended and amended by the Task Force. The mandate of the committees will be as outlined by the Task Force.

That the task is now complete and to accept the report.

That Education Council strike an Educational Planning Task Force and that the Task Force follow the planning process as presented.

That the Educational Plan Task Force consist of nine members reflecting a cross section consisting of faculty and management from Education Council, First Nations Council, Student Association, support group, college region, and other individuals as required from time to time.

Meeting of October 15, 1999

To accept the Annual Summary of Motions as presented.

That the Annual Summary of Motions be forwarded to the Policy Analysis Committee for review and that a status report be provided to Education Council.

That Education Council accept the mandate of the Task Force as follows: The admissions process is to ensure fair and equitable access to all Northwest Community College courses/programs in a manner that will promote student success while maximizing enrollments.

That the item of Bylaw Changes be tabled.

That the name of the standing committee, Admissions, Assessments and Awards be changed to Admissions, Assessments, Awards and Academic Appeals.

That the following Terms of Reference, with the amendment to include the Key Terms, for the Admissions, Assessment, Awards and Academic Appeals Committee be approved.

1.Committee Name: Admissions, Assessment, Awards and Academic Appeals Standing Committee.

2.Requirements of the Act: The Admissions, Assessment, Awards and Academic Appeals Committee is a Standing Committee of Education Council responsible for advising Education Council on the following matters:

Powers of Education Council:

- a)set policies concerning examinations and evaluation of student performance (24.2.a)
- b)set policies concerning student withdrawal from courses, programs and the college (24.2.b)
- c) set criteria for academic standing, academic standards and the grading system (24.2.c)
- d) set criteria for awards recognizing academic excellence (24.2.d)
- e) set policies and procedures for appeals by student on academic matters and establish a final appeal tribunal for these appeals. (24.2.e)

Advisory to the College Board:

- a) qualifications of admissions policy (23.1.m)

3. Definition of Key Terms:

- a) “examinations”:
- b) “evaluation of student performance”:
- c) “student withdrawal”:
- d) “academic standing”:
- e) “academic standards”:
- f) “grading system”:
- g) “awards recognizing academic excellence”: are understood to be those awards whose criteria are set by NWCC and which include one or more criteria based upon the achievement of performance while studying at NWCC or any other institution.
- h) “academic matters” (for appeals):
- l) “qualifications for admissions” policies: are understood to be the criteria which must be satisfied for acceptance to a course or program and includes policies and strategies for entry assessment.

4. Other Tasks of the Committee:

- a) Set policies and procedures for entry assessment
- b) Ensure that workable procedures are set for the policies developed by the AAAAA Committee

5. Committee Membership: The committee will comprise, but not be limited to, the following. Membership on the committee will be open to all members of the college community.

- Faculty from the UT/academic area
- Faculty from CCP
- Faculty from the Career/Trades/Tech area
- A representative from each region
- The Registrar
- A First Nations Council representative
- An Advisor or student support worker

6. Chair: The chair will be a member of Education Council OR there may be co-chairs, one of whom will be a member of Education Council. The Chair will be elected every year.

7. Frequency of Meetings: The committee will meet as required to support the ongoing work of Education Council. Whenever possible, the committee will meet via teleconference or other electronic means.

8. Quorum: The quorum shall be 4 (four) members.

9. Minutes: Minutes will be taken for all standing committee meetings. Minutes will be forwarded to the chair of Education Council.

10. Reporting: The Committee Chair or Co-chair will make verbal and/or written reports to each meeting of Education Council. All motions forwarded to Education Council will be in writing.

11. Policy and Forms Created:

Setting and Changing Admissions Requirements	Policy # 1998-04-02
Transfer Between Campuses and Programs	Policy # 1998-05-01
Entry Assessment	Policy # 1998-05-03
NWCC Scholarship Program	Policy # 1998-05-04
Admission—Permission of Instructor	Policy # 1999-01-01
Admission Interviews	Policy # 1999-01-02

On behalf of the Course / Program Articulation and Curriculum Committee, move that Technical English 055 course be approved by Education Council.

That a course summary form for every course presented for approval at Education Council be distributed to Education Council members prior to voting.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that Criminology 101.3 and Criminology 131.3 courses be approved by Education Council.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the Tourism Certificate be approved pending the co-requisite and pre-requisite issues be brought forward to the November 1999 Education Council meeting.

TOUR 101.3	Introduction to Tourism
ACCT 150.3	Accounting 1
BENG 150.3	Business Communication
BCPT 150.3	Computer Applications
MGMT 255.3	Human Resources Management
MARK 150.3	Marketing
MGMT 150.3	Organizational Leadership
TOUR 108.3	Cross-Cultural Tourism
TOUR 109.3	Cultural Heritage Tourism
TOUR 110.3	First Nations Cultural Communication
TOUR 111.3	Entrepreneurship
TOUR 112.3	Environmental Stewardship
TOUR 113.3	Work Experience / Practicum

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the Farrier Certificate be approved pending the approval of the co-requisite and pre-requisite issues concerning the two years Horse Handling Experience.

FARR 111.2	Introduction to Horseshoeing
FARR 112.3	Introduction to Equine Anatomy
FARR 114.2	Introduction to Gaits and Forge Work
FARR 115.2	Introduction to Horse Lameness
FARR 116.1	Introduction to Specialized Horses
FARR 113.2	Introduction to Horse Husbandry and Handling
FARR 211.2	Intermediate Horseshoeing
FARR 212.2	Intermediate Equine Anatomy
FARR 213.2	Intermediate Horse Husbandry and Handling
FARR 214.2	Intermediate Gaits and Forge Work

- FARR 215.2 Intermediate Studies of Lameness
- FARR 216.1 Intermediate Study of Specialized Horses
- FARR 311.2 Advanced Horseshoeing
- FARR 312.3 Advanced Equine Anatomy
- FARR 313.2 Advanced Horse Husbandry and Handling
- FARR 314.2 Advanced Gaits and Forge Work
- FARR 315.2 Advanced Studies of Lameness
- FARR 316.1 Advanced Study of Specialized Horses

On behalf of the Course / Program Articulation and Curriculum Committee, I move that Anthropology 220.3 course be approved by Education Council.

That Education Council approve the Definitions and Terms of Reference of Education Council Advisory Committees as presented to Education Council on October 15, 1999.

Education Council Advisory Committees are selected college committees that deal with issues of interest to Education Council.

These committees provide advice and recommendations to Education Council and respond to requests for information, policy development and advice from Education Council.

NOTE: These committees may also deal with operational issues which are not relevant to Education Council. These operational issues will not be the business of Education Council. These Terms of Reference will include the following:

Statutory Requirements under the act (if any).

Definitions of Key Terms relevant to the Committee.

Tasks of the Committee that are Education Council issues.

Membership Structure. NOTE: committees should include at least one member of Education Council, if possible. Cluster committees will be comprised of program faculty and support staff and a management liaison.

Chair—selection process and term. NOTE: The chair of an Advisory Committee is not required to be a member of Education Council.

Quorum and voting regulations (if required).

Reporting: creation and distribution of minutes, meeting reports to Education Council. Frequency of reports to Education Council and other constituencies. NOTE: All minutes will be forwarded to the Chair of Education Council. Committee reports, either verbal or written, will be presented at Education Council on request of the advisory committee or on request of Education Council. Committee reports will be provided to Education Council at least once every six months.

Frequency of Meetings.

Forms and Documentation of relevance to the committee.

Terms of Reference for the operational side of the committee may added to this list.

Creation/Removal of Education Council Advisory Committees

Advisory Committees will be created or removed at the discretion of Education Council.
A motion of Education Council will create Education Council Advisory Committees.
A motion of Education Council will remove Education Council Advisory Committees.

That all program clusters be Advisory Committees of Education Council

Be it resolved that the following be approved as Education Council Advisory Committees:

- Prior Learning Assessment (PLA) Committee
- International Education Committee
- Student Support and Access Committee
- Library Committee

That Education Council accept the following guidelines for terms of reference for Education Council standing committees:

The Terms of Reference for each Standing Committee of Education Council will include all of the following:

Name of Committee

Statutory Requirements from the Colleges and Institutes Act: These requirements may be advisory to the board, powers of Education Council, or joint responsibilities.

Other Tasks of the Committee

Key Terms: These will be clearly defined to assist the work of the committee and Education Council.

Committee Membership: Some members should be clearly defined (e.g. Director of Human Resources, or faculty from each region). Membership on all Standing Committees will be open to all members of the college community.

Meeting Schedule: That all Standing Committees will meet as required to support the ongoing work of Education Council. All terms of Reference will include the following: Whenever possible, the committee will meet via teleconference or other electronic means.

Chair Person: According to Education Council Policy, the chair will be a member of Education Council, or there may be co-chairs, one of whom will be a member of Education Council. The chair will be elected each year.

Quorum: The quorum for all standing committees shall be 4 (four) members.

Minutes: Minutes will be taken for all standing committee meetings. Minutes will be forwarded to the Chair of Education Council.

Reporting: The Committee Chair or Co-Chair will make a verbal and/or written report to each meeting of Education Council. All motions forwarded to Education Council will be in writing.

Policy and Forms Created: Terms of Reference will include a frequently updated list of the policy and forms that are the responsibility of the standing committee.

That Education Council accept the Terms of Reference for the Policy Analysis Committee subject to the prior amendments to the Standing Committee Terms of Reference.

Statutory Requirement: The role of the Policy Analysis Committee is to provide strategic educational policy planning and review for Education Council.

Tasks:

Provide strategic planning for Education Council

Identify policy gaps and make recommendations to Education Council.

On-going educational policy review.

Monitor effectiveness of policy implementation and make recommendations to Education Council.

Support development and revision of policies by other Education Council standing committees.

Maintain current record of all Education Council Policies.

Act as a clearinghouse for policy-related functions.

Membership: The committee will comprise but not be limited to:

Chair of Education Council

Program Support and Development Manager

Representatives from each Education Council standing committee (4)

President's office liaison person

First Nation's Council

Chair: Chair elected from membership. The Chair will be a member of Education Council or there may be co-Chairs, one of whom will be a member of Education Council. Chair elected once a year.

Quorum: A minimum of four (4) members.

Reporting: Meeting minutes will be forwarded to the Chair of Education Council. The Committee Chair or co-Chair will make verbal and/or written reports to each meeting of Education Council.

Frequency of meetings: Whenever possible, the committee will meet via teleconference once every 4 weeks, approximately two weeks after each Education Council meeting.

That the Chair of Education Council send an invitation to the College Community asking for membership on the new Standing Committees.

That the Standing Committee Review Task Force, having completed its task, be disbanded.

That Education Council approve the membership of the Education Planning Task Force with the student representatives to be announced

That the Language Proficiency Index be removed from the agenda

That Education Council remove Water Quality / Pollution Technology from the agenda.

Meeting of November 19, 1999

That the Educational Planning and Program Review Standing Committee bring forward a policy on setting aside a day for professional development.

That we strike a Task Force to deal with Bylaw Changes and report to the January Education Council meeting

On behalf of the Course / Program Articulation and Curriculum Committee, move the adoption of the following new courses:

- OPET 101
- OPET 102
- OPET 103
- OPET 104
- OPET 105
- OPET 107
- OPET 108

That the prerequisites for OPET 101, OPET 102 and OPET 103 be changed to Grade 10 or Math 030 and Engl 030 or GED.

On behalf of the Course / Program Articulation and Curriculum committee, we forward the Entry Level Outdoor Power Equipment Technician Certificate which consists of the following courses:

OPET 101, OPET 102, OPET 103, OPET 104, OPET 105, OPET 107, OPET 108, TCOM 100, and TCOM 150 for approval.

On behalf of the Course / Program Articulation and Curriculum Committee, move acceptance of our report

The New Program Approval Policy be referred back to the Course / Program Articulation and Curriculum Committee for further work.

That the Program and Educational Support Services Review Schedule as amended be adopted.

The following is the schedule for the Program Reviews:

1997- 1998

- ECE
- UT – Arts

1998 – 1999

- Wilderness Guide (Eastern Region)
- Natural Resources (all regions)

1999 – 2000

- Office Administration (all regions)
- Business Administration (all regions)

Automotive / H.D. Mechanics (Central Region)
ASE (Central Region)
Admissions (support Services)

2000 – 2001

Computer Technology (Central Region)
UT Science (all regions if offered)
Millwright (Central Region)
IHS – SSW Program (Central Region)
Bookstore* (only in its capacity as an educational support service)
Information Systems* (only in its capacity as an educational support service)

2001 – 2002

Cooking (Central Region)
Carpentry (ELTT) (Central Region)
Educational Advising / Student
Success / First Nations Services*
ESL Program

2002 - 2003

Library*
Welding (ELTT) (all regions)
CCP (all regions)

2003 – 2004

ECE (all regions)
UT – Arts (all regions)

Prior Learning Assessment (PLA) Advisory Committee – Terms of Reference

Statutory Requirements under the act: none

Definitions of Key Terms relevant to the Committee:

Prior Learning Assessment: assessment by some valid and reliable means, by a qualified specialist of what has been learned through non-formal education/training or experience that is worthy of credit in a course or program offered by the institution providing the credit. (definition from the BC Council on Admissions and Transfer)

Learning Outcomes: (to be defined later)

Tasks of the Committee that are Education Council issues:

Develop and revise policies for PLA and forward recommendations to Education Council.

Promote and support the implementation of PLA at NWCC.

Membership Structure: The committee should include at least one member of Education Council and First Nations Council. Membership is open to all members of the college community. The committee will comprise, but not be limited to, the following:

The Registrar
The Manager of Program Support and Development
The PLA Coordinator
Faculty from 3 separate programs
An Educational Advisor

Chair: The chair will be selected from the committee members in September of each year.

Quorum: The quorum will be 4 (four) members.

Reporting: All minutes will be forwarded to the Chair of Education Council. Committee reports, either verbal or written, will be presented at Education Council on request of the PLA committee or on request of Education Council. Committee reports will be provided to Education Council at least one every six months.

Frequency of Meetings: The PLA committee will meet as required to support the ongoing work of Education Council. Whenever possible, the committee will meet via teleconference or other electronic means.

Forms and Documentation of relevance to the committee:

PLA Policy

Learning Outcomes Policy

On behalf of the Prior Learning Assessment Advisory Committee, I move acceptance of the PLA Terms of Reference.

Meeting of January 21, 2000

We move that the Course / Program Articulation and Curriculum Committee Terms of Reference be referred back to the committee with suggested changes and to report back to Education Council at the February 2000 meeting.

Meeting of February 18, 2000

That Education Council support the Northwest Community College Board of Governors approval of the awarding of Honourary Diplomas at the 25th Anniversary Convocation on May 13, 2000.

That we have a joint meeting with the Board of Governors on May 12, 2000, and invite the Board of Governors to participate in the College Wide Priorities Workshop on the evening of May 11 and all day on May 12, 2000, pertaining to the Educational Plan.

That Education Council accept the Academic Probation and Suspension Policy

That the Terms of Reference for the Course / Program Articulation and Curriculum Committee be accepted.

1. **Committee Name:** Course / Program Articulation and Curriculum Standing Committee.
2. **Requirements of the Act:** The Course / Program Articulation and Curriculum Standing Committee of Education Council is responsible for advising Education Council on the following matters:

Powers of Education Council:

- a) Set curriculum content for courses leading to certificates, diplomas, or degrees. (24.2f)
- b) Implement the existing policies concerning student withdrawal from courses, programs and the institution. (24.2b)

Advisory to the Board:

- a) Reports after implementation by institution without prior review by the Council of new non-credit programs and programs offered under service contract. (23.1c)
- b) Criteria for awarding certificates, diplomas, and degrees. (24.1n)

Joint Approval:

- a) Curriculum evaluation for determining whether:
 - 1. Courses or programs or course credit from another institution, university, or other body are equivalent to courses, programs, or course credit at the College.
 - 2. Courses or programs or course credit from one part of the College are equivalent to courses or programs or course credit in another part of the College. (25.1a)
- 3. **Other Tasks of the Committee:** Calendar review. Assessing admission requirements.
- 4. **Committee Membership:** Membership of the committee will be open to all members of the College community. The committee will attempt to ensure that the committee will be comprised or, but not be limited to, the following.
 - A member of Education Council
 - Faculty from all disciplines
 - An Educational Advisor or Student Support worker
 - The Registrar
 - A First Nations Council representative
 - A representative from each region
- 5. **Chair:** The chair will be a member of Education Council OR there may be co-chairs, one of whom will be a member of Education Council. The chair will be elected every year.
- 6. **Frequency of Meetings:** Meetings will be held bi-weekly or on the call of the chair or on the call of the chair of Education Council. Whenever possible, the committee will meet via teleconference or other electronic means.
- 7. **Quorum:** The quorum shall be 4 (four) members.
- 8. **Minutes:** Minutes will be taken for all committee meetings. Minutes will be forwarded to the chair of Education Council.
- 9. **Reporting:** The committee chair or co-chair will make a verbal and / or written report to each meeting of Education Council. All motions forwarded to Education Council will be in writing.
- 10. **Policy and Forms Created:**

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following new courses be approved, effective September 1, 1999.

<u>Course</u>	<u>Title</u>	<u>Admission</u>
CECO 101-3	Introduction to Tourism & Eco-Adventure Tourism	None
CECO 110-4	Human Relations & Customer Service	None
CECO 120-3	Tourism & Environmental Stewardship	None
CECO 130-3	Coastal Heritage Interpretation	None
CECO 140-1	Orienteering/Navigation Fundamentals	None
CECO 142-4	Sea Kayaking	None
CECO 144-2	Sport Fishing	None
CECO 146-1.5	Outboard Motors/Repair and Maintenance	None
CECO 148-2	Trip Planning and Preparation	None
CECO 150-4	Power Boat Operations	None
CECO 156-2	Sailing/CYA Basic Cruising Level	None
CECO 158-2	Bronze Cross	Age 14, Bronze Medallion, Senior Resuscitation
CECO 162-3	Work Experience/Practicum	Completion of all other required courses in the CECO Program
FAID 143-3	Wilderness First Aid	None
TOUR 160-1	Canoeing	None
TOUR 162-3	Camp Setup and Management	None
TOUR 164-.5	Risk Management	None
TOUR 168-1	Foodsafe	None
TRAN 104-2	Professional Driver Training, Class IV	BC Class 5, pass vision, road and medical test, Class IV learners license, minimum age 19
FAID 135-.5	Red Cross Vital Link (Standard First Aid)	None

That the Coastal-Eco Adventure Tourism Certificate consists of the following required courses effective September 1, 1999.

<u>Course</u>	<u>Title</u>	<u>Admission</u>
CECO 101-3	Introduction to Tourism & Eco-Adventure Tourism	None
CECO 110-3	Human Relations & Customer Service	None
CECO 120-3	Tourism & Environmental Stewardship	None
CECO 130-3	Coastal Heritage Interpretation	None
CECO 140-1	Orienteering/Navigation Fundamentals	None
CECO 142-4	Sea Kayaking	None
CECO 144-2	Sport Fishing	None
CECO 146-1.5	Outboard Motors/Repairs and Maintenance	None
CECO 148-2	Trip Planning and Preparation	None
CECO 150-4	Power Boat Operations	None
CECO 162.3	Work Experience/Practicum	Completion of all other required courses in the CECO Program
FAID 143-3	Wilderness First Aid	None
TOUR 162-3	Camp Setup and Management	None
TOUR 164-.5	Risk Management	None
TOUR 168-1	Food Safe	None
FAID 110-.5	Occupational First Aid Level 1	
FAID 125-.5	Transportation Endorsement	
FAID 135-.5	Red Cross Vital Link (Standard First Aid)	None
NAUT 291-0	Marine Emergency Operator	
NAUT 330-0	Restricted Radio Operator	

The following four courses may be offered, but are not required as part of the Coastal-Eco Adventure Tourism Certificate, to meet the training needs of the communities where the program is offered.

<u>Course</u>	<u>Title</u>	<u>Admission</u>
CECO 156-2	Sailing/CYA Basic Cruising Level	None
CECO 158-2	Bronze Cross	Age 14, Bronze Medallion, Senior Resuscitation,
TOUR 160-1	Canoeing	None
TRAN 104-2	Professional Driver Training, Class IV	BC Class 5, pass vision, road and medical tests, Class IV learners license, minimum age 19

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following courses be approved for Wilderness Guiding Program effective February 18, 2000.

<u>Course</u>	<u>Description</u>	<u>Prerequisite</u>
WGS 102-2	Survival	None
WGS 104-3	Introduction to Wilderness Rescue	None
WGS 108-3	Introduction to Mountaineering	WGS 104
WGS 110-3	Technical Hunting Skills	None
WGS 112-5	River Rafting	WGS 104
WGS 114-5	Angling Guide	None
WGS 116-2	Lakewater Canoeing	None
WGS 118-6	Wilderness Travel	None
WGS 120-2	Backcountry Cooking	None
WGS 122-3	Camp Management Practicum	None
WGS 124-2	Backcountry Botany and Birds	None

On behalf of the Course / Program Articulation and Curriculum Committee, I move to accept the following courses as the Wilderness Guiding Skills Certificate, effective February 18, 2000.

CECO 110 WGS 116
 CECO 162 WGS 118
 FAID 143 WGS 120
 WGS 102 WGS 122
 plus one of WGS 112 or WGS 114 and
 one of WGS 104, WGS 108, WGS 110 or WGS 124.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following courses be approved for the Business Technology - Office Assistant Certificate effective September 1, 2000.

<u>Course</u>	<u>Title</u>	<u>Prerequisite</u>
BTEC 100-.5	Student Success	None
BTEC 110-.5	Keyboarding Speed I	None
BTEC 115-.5	Keyboarding Speed II	BTEC 110
BTEC 120-1	Computer Environments	None
BTEC 125-1	Database	BTEC 120
BTEC 130-2.5	Word Processing Applications I	BTEC 110 or 15 nwpm
BTEC 135-1	Automated Office Simulation	Completed or enrolled in all other courses of the Office Assistant Certificate
BTEC 150-2.5	Communications I	Grade 10 English or GED or Engl 030
BTEC 165-1	Presentations	Grade 10 English or GED or Engl 030
BTEC 170-.5	Critical Thinking	Grade 10 English or GED or Engl 030
BTEC 172-.5	Teambuilding	None
BTEC 175-.5	Job Search	None
BTEC 176-.5	Office Dynamics	Grade 10 English or GED or Engl 030
BTEC 180-1	Records Management	Grade 10 English or GED or Engl 030
BTEC 190-1.5	Business Machines	Grade 10 Math or GED or Math 030

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following courses be approved for the Business Technology Accounting Certificate effective September 1, 2000.

<u>Course</u>	<u>Title</u>	<u>Prerequisite</u>
BTEC 220-2	Accounting Fundamentals I	Grade 10 Math or GED or Math 030
BTEC 225-2	Accounting Fundamentals II	BTEC 220
BTEC 250-1	Communications II	BTEC 150
BTEC 260-.5	Business Math	BTEC 190
BTEC 265-.5	Business Simulation	BTEC 190
BTEC 270-1	Introduction to Spreadsheets	Grade 10 Math or GED or Math 030
BTEC 272-1	Spreadsheet Applications	BTEC 120 and BTEC 270
BTEC 275-1.5	Computerized Accounting I	BTEC 120 and BTEC 225
BTEC 277-2	Computerized Accounting II	BTEC 120 and BTEC 225
BTEC 280-1.5	Computerized Accounting Simulation	BTEC 277 or BTEC 275
BTEC 290-3	Fieldwork	Office Assistant Certificate and completion of all other courses in the specialty
BTEC 284-1*	Keyboarding Speed III	(*optional) not required for certificate

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following courses be approved for the Business Technology Word Processing Certificate effective September 1, 2000.

<u>Course</u>	<u>Title</u>	<u>Prerequisite</u>
BTEC 210-2	Dictatyping	BTEC 115
BTEC 220-2	Accounting Fundamentals I	Grade 10 Math or GED or Math 030
BTEC 230-1	Web Page Publishing	BTEC 120 and BTEC 130
BTEC 235-2	Advanced Word Processing	BTEC 130
BTEC 240-1.5	Word Processing Simulation	BTEC 130
BTEC 250-1	Communications II	BTEC 150
BTEC 255-1	Communications III	BTEC 190
BTEC 270-1	Introduction to Spreadsheets	Grade 10 Math or GED or Math 030
BTEC 285-1	Keyboarding Speed IV	BTEC 115
BTEC 290-3	Fieldwork	Office Assistant Certificate and completion of all other courses in the specialty

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following courses be approved for the Business Technology General Certificate effective September 1, 2000.

<u>Course</u>	<u>Title</u>	<u>Prerequisite</u>
BTEC 220-2	Accounting Fundamentals I	Grade 10 Math, GED or Math 030
BTEC 250-1	Communications II	BTEC 150
BTEC 270-1	Introduction to Spreadsheets	Grade 10 Math, GED or Math 030
BTEC 290-3	Fieldwork	Office Assistant Certificate and completion of all other courses in the specialty

Plus an additional nine credits from either the Word Processing specialty or Accounting specialty to total 450 hours.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following course title be changed:

English 201 English Literature 1300 – 1650 to “English Literature (Beowulf to Neoclassicism)” effective September 1, 2000.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following course title be changed:

English 202 English Literature 1650 – 1880 to “English Literature (Romanticism to Present)” effective September 1, 2001.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the prerequisite to INTB 201 International Marketing be MARK 150.

On behalf of the Course / Program Articulation and Curriculum Committee, I move that the following admission requirements for the Welding, Carpentry, Industrial Mechanic (Millwright), Heavy-duty Mechanic, Automotive Repair Technician, and Commercial Transport Repair Mechanic be changed from:

1. Grade 10 or GED or CCP (ABE) Intermediate Level Math and English, and
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

To:

1. Grade 10 or GED or CCP (ABE) Intermediate Level Math and English; or
2. Successful completion of the Northwest Community College Trades assessment; or
3. Permission of the instructor.

Meeting of March 17, 2000

That Education Council approve the Honours Standing Policy.

That the Honours Standing Policy be effective March 17, 2000.

That the draft Bylaws be returned to the task force for recommended changes and brought back to the April meeting of Education Council.

That the Professional Days Policy be accepted with the following amendments:

Under Sub Policies

1 – A minimum of one college-wide PD day per year will be scheduled toward the end of April.

To be changed to: A minimum of one college-wide PD day per year will be scheduled.

2 – College-wide PD Days will be rotated among all College campuses.

To be changed to: College-wide PD days will be rotated among College campuses.

6 – Remove

We behalf of the Course / Program Articulation and Curriculum Committee, we move acceptance of the following changes in the first aid requirements for the SEA Certificate.

Students must complete one of the following recognized First Aid courses: Vital Link (FAID 135), Child Safe, Basic Rescuer, St. John's Level I First Aid, or Occupational Level 1 First Aid (FAID 110) + (Child CPR) to complete the certificate requirements for the Special Education Assistant Program.

On behalf of the Course / Program Articulation and Curriculum Committee, we move acceptance of the new course English 205, Literature and Classical Mythology.

On behalf of the Course / Program Articulation and Curriculum Committee, we move acceptance of the new course English 206, Literature and the Bible.

Meeting of May 19, 2000

That Education Council express our appreciation to the Chair of Kailedescope 2000 and a letter of congratulations be sent to the participants.

That Education Council accept the Educational Planning Process Timeline as adjusted

To formally adopt the Academic Schedule as presented

That the Education Planning and Program Review Committee Terms of Reference be accepted as presented with the amendment to the name.

Committee Name: Educational Planning and Program Review Committee

Requirement of the Act:

- 1) The mission statement and the educational goals, objectives, strategies and priorities of the college. (23.1a)
- 2) Proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of/or hours for courses or programs. (23.1b)
- 3) Priorities for implementation of new programs and courses leading to certificates, diplomas or degrees. (23.1d)

- 4) Cancellation of programs or courses offered by the college or changes in the length of/or hours for courses or programs offered by the college. (23.1k)
- 5) Evaluation of programs and educational services. (23.1f)
- 6) Setting of the academic schedule. (23.1h)
- 7) Terms of affiliation with other post-secondary bodies. (23.1k)
- 8) Consultation with community and program advisory groups concerning the college's educational program. (23.1l)

Other Tasks of the Committee To be determined

Key Terms (define)	Advisory Groups Affiliation Community Consultation Evaluation	Implementation Academic Schedule New Programs Priorities Suspended Programs
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Committee Membership Four faculty; two managers and others as required (e.g. cluster chairs, Registrar, First Nations Council, students)

Name of the Chair/Co-Chairs One member to be selected

Meeting Frequency The Program Planning and Program Review Committee will meet as required to support the ongoing work of Education Council. Whenever possible, the Committee will meet via teleconference or other electronic means.

Quorum Four

Minutes Minutes will be taken for all standing committee meetings. Minutes will be forwarded to the chair of Education Council.

Reporting The Committee Chair or Co-Chair will make a verbal and/or written report to each meeting of Education Council. All motions forwarded to Education Council will be in writing.

Policy Analysis Committee One member to be selected

That Education Council hold a college wide Professional Development Day for the year 2000/2001 on April 27, 2001.

On behalf of the Articulation and Curriculum Committee, I move that Education Council accept OCGY 210-3, Methods of Monitoring the Marine Environment, pending clarification of the pre-requisites and co-requisites.

On behalf of the Articulation and Curriculum Committee, I move that Film 101-3, Introduction to Film Studies, be accepted. Pre-requisites: none.

On behalf of the Articulation and Curriculum Committee, I move that JRNL 101-3, Introduction to Journalism, be accepted. Pre-requisites: none.

On behalf of the Articulation and Curriculum Committee, I move the acceptance of the following new courses for the Entry Level Outdoor Power Equipment Technician Certificate.

Course	Title	Pre-requisites
OPET 112 – 3	Line L: Maintain and Repair Hydraulic Systems	OPET 101, 102, 105
OPET 115 – 2	Line OB: Service Outboard Motors and Outboard Systems	OPET 101, 102, 105
OPET 106 – 2	Line G/H: Service Two and Four Stroke Engines	OPET 101, 102, 105
OPET 109 – 1	Line M: Service Diesel Engine Systems	OPET 101, 102, 105
OPET 113 – 2	Line Q: Maintain and Repair Power Transmission Systems	OPET 101, 102, 105

On behalf of the Articulation and Curriculum Committee, I move that OPET 106-2, OPET 109-1, OPET 113-2, OPET 112-3, OPET 115-2 be added to the existing Entry Level Outdoor Power Equipment Technician Certificate effective April 20, 2000

Entry Level Outdoor Power Equipment Technician Certificate now consists of:
OPET 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 115 TCOM 100 and TCOM 150.

That Education Council accept the amended Terms of Reference for the Policy Analysis Committee.

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|------------------------|--|
| Statutory Requirements | The role of the Policy Analysis Committee is to provide strategic educational policy planning and review for Education Council. |
| Tasks | <ul style="list-style-type: none"> * Provide strategic planning for Education Council. * Identify policy gaps and make recommendations to Education Council. * On-going educational policy review. * Monitor effectiveness of policy implementation and make recommendations to Education Council * Support development and revision of policies by other Education Council standing committees. * Maintain current record of all Education Council policies. * Act as a clearinghouse for policy-related functions |
| Membership | <p>The committee will comprise but not be limited to:</p> <ul style="list-style-type: none"> * Chair of Education Council * Program Support and Development Manager * Representatives from each Education Council standing committee (4) * President's office liaison person |

- * First Nations Council
- * Student Representative
- * Board Representative

Chair	Chair elected from membership. The Chair will be a member of Education Council or there may be co-Chairs, one of whom will be a member of Education Council. Chair elected once a year.
Quorum	A minimum of four (4) members.
Reporting	Meeting minutes will be forwarded to the Chair of Education Council. The Committee Chair or co-Chair will make verbal and/or written reports to each meeting of Education Council.
Frequency of meetings	Whenever possible, the committee will meet via teleconference once per month from September to June, approximately two weeks after each Education Council meeting.

That Education Council recognize the current Library Committee as an advisory committee to the Council. Further, that Education Council request the Library Committee to recommend draft policies concerning Libraries and Resource Centres per 23.1 (g) of Bill 22.

That Education Council request the Admissions, Assessments, Awards and Academic Appeals Committee to review the policies and procedures on Student Appeals, Student Conduct, and Student Complaints with the appropriate consultation. Further, that this review include faculty and staff involved in recent appeals.

That the Council accept the Northwest Community College, Education Council Bylaws as amended.

That the Bylaw Changes Task Force, having completed its task, be disbanded.

PLA is recommending to Education Council that fees for PLA including challenge exams, will be 50% of tuition.

That Education Council recommends to the Board of Governors that for the next three years, PLA tuition fees will be redirected to a special fund to support the development of PLA at Northwest Community College.

That the Setting and Changing Admission Requirements be forwarded to the Policy Analysis Committee for further review and that it be removed from the agenda.

Meeting of June 16, 2000

That this be referred to the Admissions, Assessments, Awards and Academic Appeals Committee for further review.

That Education Council invite the IHS Cluster to draft a policy that would address suitability of the profession.

That the Chair of Education Council send a letter to all college staff requesting members to sit on standing committees

On behalf of the Articulation and Curriculum Committee, I move that BCPT 154 be changed from CR/NC to letter grade effective September 1999.

On behalf of the Articulation and Curriculum Committee, I move that the title of BTEC 130, Word Processing Applications I, be changed to Word Processing I effective September 2000.

On behalf of the Articulation and Curriculum Committee, I move that the title of BTEC 235, Advanced Word Processing, be changed to Word Processing II effective September 2000.

On behalf of the Articulation and Curriculum Committee, I move that the credits for BTEC 240 be changed from 1.5 to 2 credits.

On behalf of the Articulation and Curriculum Committee, I move that the pre-requisites for BTEC 240 be changed from BTEC 130 to BTEC 125, BTEC 235 and BTEC 270 effective September 2000.

ON behalf of the Articulation and Curriculum Committee, I move that the pre-requisites for BTEC 255 be changed from BTEC 190 to BTEC 150 effective September 2000.

On behalf of the Articulation and Curriculum Committee, I move that the pre-requisite for BTEC 265 be changed from BTEC 190 to BTEC 260 effective September 2000.

On behalf of the Articulation and Curriculum Committee, I move that the credits for BTEC 272 be changed from 2 credits to 1 credit effective September 2000.

On behalf of the Articulation and Curriculum Committee, I move that the pre-requisite to BTEC 284 be changed from no pre-requisite to BTEC 115 effective September 2000

On behalf of the Articulation and Curriculum Committee, I move that ELT-LT 100, Elt-Lift Truck Operator Certificate, 12 hour course for people requiring training be approved.

On behalf of the Articulation and Curriculum Committee, I move that OPT-LT100, Opt-Lift Truck Operator Certificate, 8 hour course for people already working in the field, be approved.

On behalf of Education Council, the Chair forward a letter to the Acting President expressing concerns related to program reviews, release time and support.

The Chair of Education Council will write to the Chairs of the Advisory Committees to request submission of minutes of every meeting and reports every six months.

Meeting of August 30, 2000

That the September 22, 2000, meeting of Education Council consist of a planning session to set our priorities and possibly adjust our meeting schedule. The Planning session will be held from

10 a.m. to 12 noon.

On behalf of the Articulation and Curriculum Committee, I move acceptance of the following courses:

CHEM 0401	Advanced Chemistry 0401	CCP Intermediate Math 030, a reading ability at the ENG 030 level, Science 030 or Grade 10 Science or the equivalent. "Introductory Chemistry" and "Reactions and Equations" may be accepted as a substitute for Science 030.
CHEM 0402	Advanced Chemistry 0402	CHEM 0401

On behalf of the Articulation and Curriculum Committee, I move that the following changes in the General Office Clerk Certificate courses, effective September 2000, be accepted.

<u>CURRENT COURSE No.</u>	<u>NEW COURSE No.</u>
OADM 110—Communications	BTEC 010—Communications
OADM 115—Office Procedures	BTEC 015—Office Procedures
OADM 175—Interpersonal Skills	BTEC 075—Interpersonal Skills
OADM 185—Alphabetic Filing	BTEC 085—Alphabetic Filing
OADM 195—Machine Operations	BTEC 095—Machine Operations
OADM 215—Computer Literacy	BTEC 025—Computer Literacy
OADM 225—Introduction to Computer Software	BTEC 035—Introduction to Computer Software
OADM 255—Keyboarding	BTEC 055—Keyboarding
OADM 290—Practicum	BTEC 090—Practicum

On behalf of the Articulation and Curriculum Committee, I move that, effective September 2000, the Business Technology General Office Clerk Certificate consisting of the following courses, be accepted.

BTEC 100 Student Success
BTEC 110 Keyboarding Speed I (15 nwpm)
BTEC 115 Keyboarding Speed II (30 nwpm)
BTEC 175 Job Search
BTEC 010 Communications
BTEC 015 Office Procedures
BTEC 075 Interpersonal Skills
BTEC 085 Alphabetic Filing
BTEC 095 Machine Operations
BTEC 025 Computer Literacy
BTEC 035 Introduction to Computer Software
BTEC 055 Keyboarding
BTEC 090 Practicum

That the review date for the Library be amended to 2000 – 2001 from 2002 – 2003