

**MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS AND ON BLUEJEANS ON FRIDAY, NOVEMBER 18, 2022**

APPROVED

PRESENT: Wilma Gus, Faculty, Port Alberni, *Chair*
Aisling Brady, Faculty, Comox Valley
Alix Carrel, Faculty, Comox Valley, *Vice Chair*
Ashley Blacquiére, Faculty, Comox Valley
Barb Biggs, Support Staff, Comox Valley
Chamya Liyanage, Student, Comox Valley
Jennifer Fallis Starhunter, Faculty, Campbell River, *Chair, Curriculum & Fast Track*
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
Karen Grigoleit, Support Staff, Comox Valley
Kelly Shopland, Administration
Kudakwashe Wingwiri, Student, Comox Valley
Michelle Badger, Administration (partial attendance)
Ryan Blaak, Faculty, Comox Valley
Sukhwinder Singh, Student, Port Alberni
Tony Bellavia, Administration
Tony Trudel, Faculty, Campbell River
Vincent Michaud, Student, Campbell River
Kara Foreman, Recording Secretary (RS)

REGRETS: Kathleen Haggith, Administration
Lisa Domae, President (Ex-Officio)
Rylee LaTrace, Board of Governors Representative

1. **Declaration of Quorum**
W. Gus declared quorum at 12:32pm.
2. **Adoption of Agenda**
Moved by A. Carrel / Seconded by V. Michaud TO ADOPT THE AGENDA FOR NOVEMBER 18, 2022 WITH ADDITION.
Addition:
Item 6.2 Workflow for submissions with substantial changes needed for Curriculum Committee recommendation.

MOTION CARRIED.

3. **Review of Minutes of the Meeting**
Moved by A. Brady / Seconded by A. Carrel TO APPROVE THE MINUTES OF THE MEETING OF OCTOBER 14, 2022.
Approved as presented.

MOTION CARRIED.

4. **Business Arising – None**

5. **Committee Reports**

- 5.1 **Education Council Chair Update**

There were no questions.

- 5.2 **Planning and Standards (PS) Committee**

Minutes of meeting October 21, 2022

Chair Report

Moved by J. Marriott / Seconded by A. Carrel TO APPROVE POLICY 3-06 COMMUNITY CODE OF ACADEMIC, PERSONAL AND PROFESSIONAL CONDUCT (CODE OF CONDUCT) TO BE EFFECTIVE JANUARY 1, 2023 WITH THE NOTED AMENDMENT.

Discussion:

There was a request from the Academic Integrity Committee (AIC) chair to postpone the approval of this policy until the December 16th meeting as the AIC would like more time to review the changes.

It was recommended that the definition of AIC be amended to remove the final sentence; “There is no length of term.” It was also noted that some of the current links in the policy are not accessible to everyone in the college community.

MOTION DEFEATED.

It was agreed that the PS chair will take these concerns back to the VP responsible (K. Kuhnert) for this policy. Council members were asked to provide their recommended changes to the J. Marriott and K. Kuhnert as soon as possible.

5.3 Curriculum Committee (CC)

Minutes of October 28, 2022

5.3.1 Program Revision – Hospital Unit Clerk

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2023

MOTION CARRIED.

5.3.2 Program Revision – Coastal Forest Worker Certificate

Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2023

Requested Revisions:

Program revision form (RS)

- Change effective date to Fall 2023

MOTION CARRIED.

5.3.3 Program Revision – Coastal Forest Technology Diploma

Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE PROGRAM REVISION WITH AMENDMENT TO EFFECTIVE DATE.

EFFECTIVE/START DATE: FA 2023

Discussion:

Revisions recommended by Curriculum Committee (see below) were not done and EdCo could not approve this submission in its current state. If the developer makes the appropriate changes, this submission will be added to the December EdCo agenda.

Requested Revisions:

Program revision form

- Change effective date to Fall 2023

Program pages

- Add to Admission Requirements
- Remove from Completion Requirements

MOTION DEFEATED.

5.3.4 New Course – BUS 105 Principles of Business

Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE NEW COURSE WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2023

Discussion:

It was noted that further discussion regarding hours is needed by EdCo with other stakeholders.

Requested Revisions:

#11 Format

- Change total hours to 45

MOTION CARRIED.

- 5.3.5 Course Revision – BUS 248 Introduction to Non-Profit Management**
Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE COURSE REVISION WITH AMENDMENTS AS NOTED BELOW.
EFFECTIVE/START DATE: FA 2023
 Prerequisite changes effective **FA 2024**
Requested Revisions:
Learning Outcomes (RS)
- #1; change “discuss and compare” to “analyze”
 - Remove duplicate #1
- MOTION CARRIED.**
- 5.3.6 Course Revision – BUS 152 Entrepreneurship and Small Business Management**
Moved by J. Fallis Starhunter / Seconded by A. Carrel TO PRESENT THE CURRENT REVISIONS TO BUS 152 NOT AS REVISIONS, BUT TO TREAT THE ACD AS A NEW COURSE CALLED BUS 253 WITH THE EXPECTATION THAT THE CDW WOULD INCLUDE INFORMATION THAT THIS COURSE WOULD BE EQUIVALENT TO AND BE REPLACING BUS 152.
EFFECTIVE/START DATE: FA 2023
Discussion:
 It was noted the course code change will impact other programs. Those programs will need more time to address these impacts.
 It was agreed that this course revision should be treated as a new course that is equivalent to and replacing BUS 152.
- MOTION CARRIED.**
- Items 5.3.7 – 5.3.8 were taken together*
- 5.3.7 Course Revision – BUS 261 E-Marketing**
5.3.8 Course Revision – BUS 293 Business Simulation
Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE COURSE REVISIONS.
EFFECTIVE/START DATE: FA 2023
 BUS 293 – prerequisite change effective **FA 2024**
- MOTION CARRIED.**
- 5.3.9 Program Revision – Business Administration Certificate**
Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.
EFFECTIVE/START DATE: FA 2023
Requested Revisions:
Course Requirements
- Add “or ENG 166 Effective Organizational Communications (applicable to all 1st year requirements in applicable programs)
- MOTION CARRIED.**
- 5.3.10 Program Revision – Business Administration Diploma**
Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.
EFFECTIVE/START DATE: FA 2023
Requested Revisions:
Course Requirements
- Add “or ENG 166 Effective Organizational Communications
 - Remove ENG 166 from electives
 - Amend to clarify re ECO 111
 - Ensure all BUS 252 are changed to BUS 253

- Capitalize BUS 197 where applicable

MOTION CARRIED.

5.3.11 Program Revision – BBA Accounting

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE PROGRAM REVISION WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2023

Requested Revisions:

Course Requirements

- Add “or ENG 166 Effective Organizational Communications
- Remove ENG 166 from electives
- Amend to clarify re ECO 111
- Ensure all BUS 252 are changed to BUS 253
- Capitalize BUS 197 where applicable

MOTION CARRIED.

Items 5.3.12 – 5.3.13 were taken together

5.3.12 Program Revision – BBA General Management

5.3.13 Program Revision – BBA Marketing

Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE PROGRAM REVISIONS WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2023

Requested Revisions:

Course Requirements

- Add “or ENG 166 Effective Organizational Communications
- Remove ENG 166 from electives
- Amend to clarify re ECO 111
- Ensure all BUS 252 are changed to BUS 253
- Capitalize BUS 197 where applicable

MOTION CARRIED.

5.3.14 New Program – Island Pre-Health Science Associate of Science

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE NEW PROGRAM WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2023

MOTION CARRIED.

Items 5.3.15 – 5.3.18 were taken together

5.3.15 New Course - IPH 101 Island Pre-Health I: Introduction to Health Science

5.3.16 New Course - IPH 102 Island Pre-Health II: Regional Issues in Health Science

5.3.17 New Course - IPH 201 Island Pre-Health III: Social Justice in Health Science

5.3.18 New Course - IPH 202 Island Pre-Health IV: Careers & Communications in Health Science

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE NEW COURSES.

EFFECTIVE/START DATE: FA 2023

MOTION CARRIED.

5.3.19 New Program - Island Pre-Health Science Advanced Diploma

Moved by J. Fallis Starhunter / Seconded by A. Blacquiere TO APPROVE THE NEW PROGRAM.

EFFECTIVE/START DATE: FA 2023

MOTION CARRIED.

Items 5.3.20 – 5.3.23 were taken together

5.3.20 New Course - BIO 301 General Biochemistry

- 5.3.21 New Course - BIO 330 Introduction to Indigenous and Pharmaceutical Medicines
- 5.3.22 New Course - IPH 310 Epidemiology and Population Health
- 5.3.23 New Course - IPH 350 Island Pre-Health Applied Research

Moved by J. Fallis Starhunter / Seconded by A. Carrel TO APPROVE THE NEW COURSES.

EFFECTIVE/START DATE: FA 2023

MOTION CARRIED.

6. New Business

6.1 Education Council Expectations for Course with Externally Mandated Learning Outcomes

Discussion:

The Curriculum Committee chair presented a suggestion discussed by the committee with input from the Centre for Teaching and Learning Innovation regarding how to handle courses with externally mandated learning outcomes that don't meet NIC's standards.

The suggestion was to require proponents to include a set of appropriately constructed learning outcomes for use at NIC at the top of the Learning Outcomes field with the externally mandated list of outcomes pasted below.

After discussion, **it was agreed** that there needs to be broader consultation on this before a change in practice is considered.

6.2 Curriculum Committee Recommendations

The chair of Curriculum Committee requested clarification on the process of presenting curriculum submissions to Education Council when recommendations for revision by the committee were not implemented.

It was agreed that as Education Council provides the final word on approval, the chair should present items indicating whether the committee is recommending them or not based on whether the recommended revisions were implemented. It was noted that the recommended revisions are listed in the Curriculum meeting minutes.

7. Information / Correspondence

7.1 (Verbal) Report from Senior Education Team (*T. Bellavia*)

- An "Education Council 101" session will be offered to all faculty on November 24th over lunch to support faculty who have an interest in running for a position on Council.
- The registrar is chairing a group to review our delivery modes and definition around high flex and blended delivery.
- The Education Team is also reviewing the current enrollment process at NIC.

7.2 (Verbal) Report from Indigenous Education (*K. Shopland*)

- NIC has received renewal approval for special programs exemption for priority admission to all of our Health and Human Service seats for another five years. This means two seats in all intakes of Health and Human Services programs and three seats in the Bachelor of Science in Nursing. This is approximately 10% of seats which is close to the proportion of Indigenous people within our community.

8. Meeting Evaluation – Roundtable Discussion

It was agreed that this was an efficient and effective meeting.

9. Next Meeting – December 16, 2022

10. ADJOURNED AT 3:28pm