

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD  
AT THE COMOX VALLEY CAMPUS ON FRIDAY, APRIL 14, 2023

**APPROVED**

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**PRESENT:** Wilma Gus, Faculty, Port Alberni, *Chair*  
Aisling Brady, Faculty, Comox Valley  
Alix Carrel, Faculty, Comox Valley, *Vice Chair*  
Ashley Blacquiere, Faculty, Comox Valley  
Barb Biggs, Support Staff, Comox Valley  
Heather Howie, Administration, 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  
Ryan Blaak, Faculty, Comox Valley  
Tony Bellavia, Administration  
Tony Trudel, Faculty, Campbell River  
Vincent Michaud, Student, Campbell River  
Lisa Domae, President (Ex-Officio)  
*Melanie Allison, filling in for Kara Foreman, Recording Secretary (RS)*

**REGRETS:** Chamy Liyanage, Student, Comox Valley  
Kathleen Haggith, Administration  
Kudakwashe Wingwiri, Student, Comox Valley  
Laura Hickey, Faculty, Campbell River  
Michelle Badger, Administration (temporary leave)  
Sukhwinder Singh, Student, Port Alberni  
Rylee LaTrace, Board of Governors Representative  
*Kara Foreman, Recording Secretary (RS)*

1. **Declaration of Quorum**  
W. Gus declared quorum at 12:30pm.
2. **Adoption of Agenda**  
**Moved by A. Carrel / Seconded by A. Blacquiere TO ADOPT THE AGENDA FOR APRIL 14, 2023.**  
**MOTION CARRIED.**
3. **Review of Minutes of the Meeting**  
**Moved by V. Michaud / Seconded by A. Carrel TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 16, 2022 AND FEBRUARY 10, 2023.**  
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 Committee**  
Chair Report
    - 5.2.1 Policy 3-06 Community Code of Academic, Personal and Professional Conduct (Code of Conduct)  
**Moved by J. Marriott / Seconded by H. Howie TO APPROVE REVISIONS TO POLICY 3-06 CODE OF CONDUCT EFFECTIVE MAY 1, 2023.**  
*Discussion:*

The chair noted that the approval is related to the policy only. Procedures are updated as needed and don't require EdCo approval.

**MOTION CARRIED.**

**6. New Business**

6.1 Discussion re Curriculum & Fast Track Committee chair terms of office

**Moved by A. Carrel / Seconded by J. Marriott THAT THE CURRENT CURRICULUM AND FAST TRACK CHAIR TERM BE EXTENDED BY 4 MONTHS, ENDING DECEMBER 31, 2024 SO THAT THE NEXT TERM CAN START JANUARY 1<sup>ST</sup>, 2025. THAT TERM WILL THEN RUN FOR THE FULL TWO YEARS FROM JANUARY 1<sup>ST</sup> 2025 – DECEMBER 31<sup>ST</sup> 2026. THE ELECTION FOR CURRICULUM AND FAST TRACK CHAIR FOR THE NEXT TERM WILL BE HELD DURING THE FEBRUARY 2024 EDUCATION COUNCIL BY-ELECTION PERIOD.**

***Discussion:***

It was agreed that extending the current chair's term would assist in the transition to Curriculog and ease the installation of the next chair.

**MOTION CARRIED.**

**7. Information / Correspondence**

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

- Quality Assurance Process Audit (QAPA) is underway. This process is reframing program enhancement at NIC and will ensure quality programming for our students. NIC is one of the last institutions in BC going through this process in 2023/24. This is a snapshot of how we are doing, not an accreditation.

The process includes writing an institutional self-study report. A draft of this report will be brought to EdCo in June for feedback. This report will go to the Ministry in the fall and NIC will have three visitors (two from BC and one from another province) come to see what we're doing and how. They will visit three program areas, who will be notified in advance, to ask questions and provide feedback, as well as meeting with the Leadership and Education Teams, and possibly EdCo. NIC will respond to this feedback within 90 days.

This process normally takes about two years to complete and other institutions have stated that although it is a lot of work, the process is valuable and beneficial for the institution.

NIC has recommended the names of possible reviewers to the Ministry, who will make the final decision.

Final results of this audit will be published and shared with the college community and will inform a roadmap for changes.

It was noted that QAPA is not an evaluation of programs but an audit of institutional quality assurance processes. Publication of the results is required to ensure transparency to the public in the delivery of education and training in BC. This audit process is mirrored in other provinces.

As part of the process, the College Conversation on May 9<sup>th</sup> will be dedicated to QAPA and T. Bellavia and L. Knaack will be traveling to each of the campuses to meet with faculty and employees to get their feedback.

Members were encouraged to attend the Conversation in May and whatever live events they can to participate in this process.

**7.2 Program suspension of Criminology Diploma and CIS certificate. (*T. Bellavia*)**

- **Criminology Diploma**

Upon completion of review of this program and its enrollment status, it was evident that pausing the fall 2023 intake was necessary. Further review and program development will take time and the hope is that an updated iteration of the program will eventually be brought through the Curriculum Committee and EdCo approval process. This will likely be a two year process, overseen by the dean, department chairs and faculty. A key consideration is the challenge of hiring appropriate faculty to deliver program content. The goal is to have the program ready for delivery in fall of 2025. The two year process is in alignment with [Policy 3-20 Suspension, Relocation or Cancellation of Academic Credentialed Programs](#).

It was noted that current students enrolled in this program will not be impacted by this suspension.

- **Computer Information Systems (CIS) Certificate**

This is a relatively new program that held great promise, however the enrollments into the program (3-5 students max) have been disappointing and indicate a need to pause and review the program to determine the problem(s). The dean's office is hopeful that some new iteration of this program will increase enrollments and provide potential students with what they are seeking. Some courses will continue to be offered but not as part of this program. Again, this process will take about two years and either a revised or a new program will be brought to EdCo with a possible intake in fall 2025. This program was mandated by the Ministry for specific technical FTEs, however these FTE requirements may be met by our DGL courses. Part of this program's review will include looking at other institutions.

It was noted that a feasibility study was done prior to program development, a marketing campaign was launched and qualified instructors were hired to deliver program content, but still students were not enrolling in the program.

Also noted that current students will not be impacted by this suspension.

### **7.3 (Verbal) Report from Aboriginal Education (K. Shopland)**

- Development underway on two new Indigenous Language courses at the Provincial ABE level in Ayajuthem language, which is a Coast Salish Language. These will be coming to EdCo next month.
- New Ministry Funding called the *Indigenous Skills Training and Education Program* will be launched in the coming months, and is available for Nations to access to offer already established programming for their members, or to develop new, Indigenous led/developed programming. Funding is year to year, and on a fiscal calendar. We may see new courses or programs come to EdCo that are truly indigenous-led and developed by nations.
- Joint meeting with the BOG and IEC was held in March to begin developing relationship and to learn the scope and responsibilities of each Council.
- *Working Together Working Group* meets monthly and is a resource table for all NIC employees who may be looking for some advice or guidance on things such as curriculum, events, policy, activities etc.
- *Upcoming Events:*
  - OGE orientation at K'omoks First Nation on April 28<sup>th</sup>.
  - Professional Development opportunity May 17<sup>th</sup> titled *Circle of Intentions* for those interested in beginning to Indigenize their courses/practice.
  - Professional Development opportunity June 8<sup>th</sup> to visit sites of significance in K'omoks territory with Wedlidi Speck and Jesse Morin.

### **8. Meeting Evaluation – Roundtable Discussion**

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

### **9. Next Meeting – May 12, 2023**

### **10. ADJOURNED AT 2:05pm**