

**MINUTES OF THE
 EDUCATION COUNCIL MEETING**
 May 30th, 2014
 Room 208 at 10:00 AM

Present: Chris Gee, Debbie Stava, Ann Marie Merkel, Tanya Helton, Ian Hamilton, Gerry Gauthier (Kerry Clarke), Dianne Bell, Julia Moore, Kim McIntyre (Phil Bialobzyski), Kathy Haley, Keisha Reichert, Marja Burrows, Gordon Urban
Videoconference: Regina Saimoto, Mercedes de la Nuez, Dave McKeever, Sherry Beal, Rocque Berthiaume
Regrets: Brian Badge, Steven Verblac, Denis Caron, Reto Riesen
Recording Secretary: Meredith MacLeod

Call to Order: Chris Gee called the meeting to order at 10:04.

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.

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| EC.14-21 | <p>Adoption of Agenda</p> <p><i>Motion to adopt the agenda as presented.</i> Keisha Reichert / Phil Bialobzyski</p> |
| EC.14-22 | <p>Approval of Minutes from May 2</p> <p><i>Motion to pass minutes from May 2ND.</i> Debbie Stava / Ian Hamilton</p> |
| EC.14-23 | <p>Business Arising</p> |
| EC.14-23.1 | <p>➤ CCP Math 047—Phil Bialobzyski</p> <p>The following changes were identified at the last Education Council meeting and have been implemented to the course MATH 047:</p> |

- Clarified language in the evaluation profile.
- Added a note to check with receiving program or institution for admission or transfer credit details.

Education Council identified the following housekeeping items:

- Add a note to the outline about the weight of each test to clarify that all tests are equal and weighted at 10%.

ACTION ITEM: Phil/Meredith—Circulate the course outline to other programs/departments for transfer/admission requirement consideration.

Motion to accept the new course MATH 047.

Carried

Phil Bialobzyski / Tanya Helton

EC.1424 New Business

E.C.1424.1 ➤ Welder Foundation—Keisha Reichert

The welding program is undergoing changes mandated by ITA.

The following changes are being implemented to the program:

- Name change to “Welder Foundation,” no longer identified by “A,” “B,” or “C.”
- Adding the prerequisite of Apprentice and Workplace Math 10 (AWM 10) to match the K to 12 system.
- Welder Foundation students are no longer automatically registered with ITA as apprentices. This change gives more student funding options for the program.

The following program information is missing as it is still being worked on by ITA:

- The weighting percentages for “practical” under Grading Profile.

The Welder Foundation program is equivalent to the old “C” program. All courses remain the same.

ACE-It students that will be returning to the program will be considered Welder “C.” All students starting in September 2014 will be enrolled under the changed program; all cohorts prior to September 2014 will stay with the old system.

Motion to accept the Welder Foundation program with the new ITA changes.

Carried

Keisha Reichert / Ann Marie Merkel

EC.14-24.2

➤ **Heavy Mechanical Foundation—Keisha Reichert**

The Heavy Duty Equipment Technician/Commercial Transport program underwent a large overhaul by ITA. The changed program will encompass four trades: Level 1 Transport Truck Technician, Truck and Transport Mechanic, Heavy Duty Equipment Technician and Diesel Engine Mechanic.

The following changes are being implemented to the program:

- Name change to “Heavy Mechanical Foundation.”
- Adding prerequisite of Apprentice and Workplace Math 10 (AWM 10) to match the K to 12 system.
- Extending program to 36 weeks as per new ITA change.
- Program encompasses four different trades: Level 1 Transport Truck Technician, Truck and Transport Mechanic, Heavy Duty Equipment Technician and Diesel Engine Mechanic.

The following program information is missing as it is still being worked on by ITA:

- Course numbers and weighting
- Required texts

Education Council identified the following housekeeping items:

- Under Program Prerequisites, remove the “3” from CAT assessment, should be just CAT.
- Remove all policies following “College Policies”
- Correct font.

Education Council will accept the changes to the program on the condition that the outline is circulated to members once all changes have been received from ITA and implemented.

Motion to accept the changes to the Heavy Mechanical Foundation program.
Keisha Reichert / Julia Moore

Carried

EC.14-24.3

➤ **CLAR 116—Keisha Reichert**

Interpersonal Communications—Culinary Arts CLAR 116 is being moved from a second year designation to first year, previously it was named CLAR 216. It is a communications course that is more valuable at the beginning of the Professional Cook program, before students enter the kitchen.

Education Council identified the following housekeeping items:

- Under Course Prerequisites, remove the “3” from CAT assessment, should be just CAT.

- Under Course Prerequisites, remove bullets to clarify the options.
- Clean up policies and add the website link in Operational Details.

The program outlines for the Professional Cook program 1 and 2 will need to be adjusted to reflect the change.

Motion to accept the changes to the course CLAR 116.

Carried

Keisha Reichert / Kerry Clarke

Keisha Reichert left the meeting at 10:36 a.m.

EC.14-24.4 ➤ **SSW Elective/SSW 197—Marja Burrows**

The SSW certificate program is requesting approval for the removal of the elective requirement. Previously, the courses SSW 109 and SSW 110 for the program computer requirement. At some point these courses were eliminated and CPSC 111 replaced them. When this change was made, it was assumed that students still needed 6 credits so an elective requirement was added. SSW 109 and SSW 110 were required because together they transferred to UNBC's CPSC 150, while NWCC's CPSC 111 alone transfers to UNBC's CPSC 150. The additional elective is killing SSW students and is unnecessary to the program.

Carried

Motion to accept the removal of the elective from the SSW certificate program, from the course SSW 197 and from the program divisor.

Marja Burrows / Tanya Helton

Marja Burrows left the meeting at 10:41 a.m.

EC.14-24.5 ➤ **SOSC 040—Gordon Urban**

SOSC 040 Social Sciences is converting to online delivery using a new textbook with e-text capabilities. It is conforming to the dramatic changes to the articulated outcomes that have occurred. Gordon will report back to Education Council on the success rate of this course delivery.

Education Council identified the following housekeeping items:

- Add the website link in Operational Details, under College Policies.
- Remove Hazelton as the campus; for Education Council approved outlines specific information like this is not required or recommended to be listed.

- Remove the explanation under Course Format, leave blank.

Carried

Motion to accept the change in mode of delivery to the course SOSOC 040.
Gordon Urban / Tanya Helton

ACTION ITEM: Further discussion is required regarding hybrid delivery in terms of education and union views/definitions. Add to agenda for the June 27th meeting.

ACTION ITEM: Request a report from the Distributed Learning Task Force. Refer the hybrid delivery conversation to them to investigate.

Gordon Urban left the meeting at 11:02 a.m.

EC.14-24.6

➤ **CCP Math 046—Phil Bialobzyski**

MATH 046 is changing the passing grade from 75% to 50% to correspond with the other advanced CCP courses.

Education Council identified the following housekeeping items:

- Add the website link in Operational Details, under College Policies.
- Remove Exercise/Activities section.
- Add a note to check receiving program or institution for admission or transfer credit.
- Under Evaluation Profile, add language to clarify that each unit test is equally weighted.

Although the course has optional learning outcomes which would allow students to specialize towards certain programs, departments will have to accept the course completely as there is no way to track which options the students chose. Departments can also consider using a PLA assessment.

ACTION ITEM: Forward MATH 046 outline to David Try to review for laddering into Business Admin program.

Carried

Motion to accept the change in passing grade from 75% to 50% for the course MATH 046.
Phil Bialobzyski / Ian Hamilton

EC.14-24.7

➤ **CPST 040—Phil Bialobzyski**

CPST 040 has made changes to refresh the course and learning outcomes. CPST 040 had too high of expectations for the course level, superseding CPST 111. The department will review the course CPST 040 to redesign the expectations on students.

The following changes have been implemented to the course:

- Learning outcomes have been refreshed. Obtained from the 2013-14 Provincial Articulation Guide/Handbook.
- Change in textbook. Originally was using \$350 textbook also used for CPST 111, new textbook is \$120 and meets all learning objectives.

Education Council identified the following housekeeping items:

- Add the website link in Operational Details, under College Policies.
- Add Required Instructor Qualifications to CPAC form.
- Add the Grading Profile to the outline.
- Format outline, correct bullets.

Carried

Motion to accept the changes to the course CPST 040.

Phil Bialobzyski / Julia Moore

Phil brought up an issue that he has been hearing from many CCP students. In order to achieve a competitive edge and to better serve the community as a public institution, NWCC needs to look into offering instructor-led course for CCP, specifically math courses. He has no solution, just wanted to bring the concern to Education Council's attention.

ACTION ITEM: Add to the June 27th agenda for discussion, the concerns regarding instructor-led CCP math courses.

Phil Bialobzyski left the meeting at 11:22 a.m.

EC.14-25

Reports

EC.14-25.1

➤ **Chair – Reto Riesen**

No Report

EC.14-25.2

➤ **CPAC – Debbie Stava**

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| No Report | |
| EC.14-25.3 | <p>➤ A5 – Ann Marie Merkel</p> <p>For the next meeting, A5 is bringing in experts (Irlanda Price) to discuss and review the student complaint policy and the probation/suspension policy.</p> <p>Kathy Haley requests being included in these meetings or receiving the minutes in order to give feedback on these policies from the Health Services/Nursing point-of-view.</p> |
| EC.14-25.4 | <p>➤ FNC – Priscilla Michell</p> <p>No Report</p> |
| EC.14-25.5 | <p>➤ Educational Policy Committee</p> <p>No Report</p> |
| EC.14-25.6 | <p>➤ Educational Planning and Program Review</p> <p>No Report</p> |
| EC.14-25.7 | <p>➤ Clusters</p> <p>SSW (Chris Gee)</p> <ul style="list-style-type: none"> - Correction to the minutes, Rocque should be listed as present. - One of the major issues for SSW, along with many other programs, is housing. - Retention is going well for the program, only two students withdrew. - Students voiced concern at the advisory committee meeting about the workload and their hopes to have it reduced. These concerns were addressed and resolved today with the SSW elective changes. - The Crisis Invention course was sent out through BCCAT to other institutions for possible transfer credit. - Students did a project where they addressed the issues in their communities. They created a bursary, which is now sitting at \$2000, with more funds to be added. It was exciting for students to provide help to fellow students. - Corrections to the advisor list—added Sherry Beal, Sarah Deagle, Tracey |

McIntyre and Mark West.

UC (Rocque Berthiaume)

- The cluster came together to discuss how to be more comprehensive and boost their numbers. Work is being done to create a niche program out of the Smithers campus. This work has started now that the course scheduling is complete.

CCP (Mercedes de la Nuez)

- April 8th was the last CCP meeting; next meeting is on June 9th.
- CCP coordinators are working on the Core Review report; all reports need to be submitted by June 30th.
- The cluster is looking at piloting an accuplacer as an assessment option, to replace the current paper assessment.
- The John Wood Memorial Bursary, which had been offered since the late 90s, recently ran out of funds. A campus garage sale was held to raise funds which resurrected the bursary. A recipient has been chosen for this award.
- The cluster shares the hope, however it may come about, that some form of instructor-led CCP math course is offered.

EC.14-25.8

➤ **Core Review – Tanya Helton**

The work for Core Review is continuing. All departments have been asked to perform a self-study to be submitted by June 30th. (Only active programs, such as Nursing, will have an extension.) The Core Review administrators are looking for a brief summary of the program history, statistics, learning outcomes etc.

The faculty survey was sent out and can be accessed through NWConnect. No result yet on the completion rate as the survey is open until June 30th. There had been some issues for faculty and staff trying to access the survey. NWConnect had to be used to prevent hackers. Any issues with the survey can be referred to the Helpdesk for solutions.

Part of the Core Review is an overall review of NWCC programs. The discussion regarding mode of delivery could be part of this, as it is a great place to vet recommendations.

The High Level Ministry Core Review will be sent out shortly, but the Internal Core Review will not be sent to the ministry. The Internal Core Review is for NWCC at the operational level. They are looking for honest issues from programs and feedback on improvements.

EC.1425.9 ➤ **Growing Through Giving**

There are still some concerns regarding this event. Everyone supports the concept but there seems to be a disconnect between what we want to achieve and how it is being implemented.

ACTION ITEM: Request that the minutes from the Growing Through Giving Committee be circulated to Education Council to be distributed to departments and colleagues.

Debbie Stava offered to take back the concerns of Education Council to the senior executive to have discussions about the event with a broader audience. The remaining concerns can be addressed.

Meeting Adjourned: 11:51 a.m.

Next Meeting: **June 27**