Present:	Dave McKeever, Catharine White, Lothlan Olson, Reilly Walker, Justin Kohlman, Emily Suderman (Allison Conway), Phil Bialobyzski, Brent Speidel, Jill Long (Kevin Jeffrey), Julia Moore, David Try (Pouyan Mahboubi)
Regrets:	Barb McRae
Teleconference:	Chris Gee, Amanda Kirkham, Reto Riesen
Recording Secretary:	Jessica Scafe

Meeting called to order at 10:08 am

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, Gitxsan, 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.15-40	**Adoption of the Agenda for December 18, 2015** Addition under new business – Course Management Software Taskforce .
Carried	*Motion to approve the agenda with an addition* Approved by Consensus
EC.15-41	**Approval of the Minutes from November, 20, 2015** 1ˢᵗ Addition should include "course outline template" after task force.
Carried	*Motion to approve the minutes with additions* Justin Kohlman /Lothlan Olson
EC.15-42	**Business Arising**
EC.15-42.1	**Course Outline Template – Brent Speidel** Template is complete, guide is still being developed. Suggestions from last EDCO have been added. FNC needs to approve the guide which will happen in January. The taskforce would like the template to be voted on, any further modifications to the

Carried	template will be brought back to EdCo for approval. Template will be available come January after approval from FNC. *Motion to approve the template as presented* Brent Speidel/Jill Long
EC.15.42.2	**ACPAC Terms of Reference** Discussion around membership. Meetings are open to the public and CPAC never had a formal membership list. FNC always had 3 seats on ACKAC which is why they were given three seats on ACPAC. Quorum is small but it is an operational consideration as usually the meetings are poorly attended in the summer. Wording should be changed as it indicates ACPAC needs to have representation for all disciplines. Replace the word secure with seek under point 3.
Carried	*Motion to approve the CPAC/ACKAC merger terms of reference with the replacement of the word secure with seek* David Try/Julia Moore
EC.15.42.3	**PC Terms of Reference – Allison Conway – Tabled**
EC.15.43	**New Business**
EC.15.43.1	**CPAC – Carpentry Foundations – Kevin Jeffrey** **Action Item:** Trades items on next EdCo agenda. Percentage changes on grading from ITA. GED has been removed from pre-requisite and replaced with GRADE 12 or equivalent. Previous ITA Weighting and Curriculum for Carpentry Foundations

Course Number	Course Name	Hours
13587	Use Safe Work Practices	36
13588	Use Documentation and Organization Skills	96
13589	Use Tools and Equipment	144
13590	Use Survey Instruments	24
13592	Perform Site Layout	24
13593	Build Concrete Framework	66
13594	Frame Residential Housing	198
13596	Apply Building Science	12
13597	NWCC Final Exam	Total = 600 hrs

Revised ITA Weighting and Curriculum for Carpentry Foundations. Changes highlighted below.

Course Number	Course Name	Hours
13587	Use Safe Work Practices	36
13588	Use Documentation and Organization Skills	96
13589	Use Tools and Equipment	138
13590	Use Survey Instruments	24
13592	Perform Site Layout	24
13593	Build Concrete Framework	66

13594	Frame Residential Housing	198
13596	Apply Building Science	12
13598	Access Rigging and Hoisting	6
13597	NWCC Final Exam	Total = 600 hrs

Motion to approve Carpentry Foundations with mandatory ITA changes.

Jill Long/Emily Suderman

EC.15-43.2 **CPAC – Carpentry Apprentice – Levels 1-4 – Kevin Jeffrey**

Level 1

ITA has changed the program from 6 weeks to 7 weeks which has increased the program hours from 180 to 210. 13598 is a new addition to the curriculum. CPAC has no documentation on the previous weighting.

Course Number	Course Name	Hours
13587	Use Safe Work Practices	13
13588	Use Documentation and Organization Skills	34
13589	Use Tools and Equipment	**49**
13590	Use Survey Instruments	8
13592	Perform Site Layout	8
13593	Build Concrete Framework	23
13594	Frame Residential Housing	69
13596	Apply Building Science	4
13598	Access Rigging and Hoisting	2
13597	NWCC Final Exam	Total = 210 hrs

Level 2

ITA has changed the program from 6 weeks to 7 weeks which has increased the program hours from 180 to 210. CPAC has no documentation on the previous weighting.

Course Number	Course Name	Hours
23587	Use Safe Work Practices	8
23588	Use Documentation and Organization Skills	27
23589	Use Tools and Equipment	6
23590	Use Survey Instruments	6
23591	Access, Rigging, and Hoisting	23
23592	Perform Site Layout	8
23593	Build Concrete Framework	128
23594	Building Science	4
23598	NWCC Final Exam	Total = 210 hrs

Level 3

ITA has changed the program from 6 weeks to 7 weeks which has increased the program hours from 180 to 210. CPAC has no documentation on the previous weighting.

Course Number	Course Name	Hours
33588	Documentation and Organizational Skills	46
33589	Tools and Equipment	13

Course Number	Course Name	Hours
33590	Use Survey Instruments	13
33594	Frame Residential Housing/Wood Frame Construction	50
33595	Finishing Materials	67
33596	Building Science	21
		210 hrs

Level 4

ITA has changed the program from 6 weeks to 7 weeks which has increased the program hours from 180 to 210. CPAC has no documentation on the previous weighting.

Course Number	Course Name	Hours
43588	Documentation and Organizational Skills	51
43590	Survey Instruments	23
43592	Perform Site Layout	17
43593	Build Concrete Framework	13
43594	Fame Residential Housing/Wood Frame Construction	71
43595	Apply Finishing Materials	29
43596	Building Science	6

Total: 210 hours

Carried	*Motion to approve the changes to Carpentry Levels 1 through 4 as mandated by ITA* Jill Long/Emily Suderman

EC.15-43.3	**CPAC – Plumbing Foundations – Kevin Jeffrey**
	New 21 week program with 630 program hours. First offering will hopefully be February in Houston. Pre-requisites include: Grade 12 and Physics recommended, English 11 or ENGL 040 or ENGL 046 and Math 11 Essentials, Principles, or Applications, or Math 0401/0402. Or Math 046 or Successful competition of a CAT assessment or equivalent or Permission of Instructor.
Carried	*Motion to approve new program Plumbing Foundations* Jill Long/Emily Suderman

EC.15-43.4	**CPAC – Professional Cook Level 3 – Kevin Jeffrey**
	Program last offered in 2011. Program is only 6 weeks in length and 180 hours. Includes 9 modules which have changed titles since the last offering. Changes are mandated by ITA. Program will be offered in March 2016.

Course Numbers TBA	Course Name	Hours
	Occupational Skills	26

	Stocks, Soups, and Sauces	13
	Meats	23
	Poultry	18
	Seafood	18
	Garde Manger	23
	Baked Goods and Desserts	23
	Beverages	5
	Interprovincial Red Seal Exam	13
	Exams	18

	Motion to accept changes to the Professional Cook 3 program with mandated ITA changes
Carried	Jill Long/Emily Suderman
EC.15-43.5	**HLTH 101 – Amanda Kirkham**
	New course open to high school students (dual credit) and any others interested in the health field. The course will be 45 hours in length and have a max enrollment of 36.
	Questions – could it be used as an elective for the associate degree? Would it be transferable? Cannot put courses through articulation until after they go through EdCo. Once it is submitted to the dean of UC and the academic heads and they will decide if it could be used as an elective.
	Motion to approve HLTH 101 as a new course with ENGL 12 as a co-requisite
Carried	Amanda Kirkham/Brent Speidel
EC.15-43.6	**Associate of Arts Planning Sheet**
	Issue: Wording on sheet does not match BCCAT requirements for Associate of Arts.
	Open for discussion. Suggestion to change the wording from "Two different disciplines" to "Two different subject areas"
	This will be taken to the UC Cluster for information.
	Motion to approve the wording change to the planning sheet to match the BCCAT requirements
Carried	Catherine White/Lothlan Olson
EC.15-43.7	**Course Length Taskforce Proposal– David Try**
	Discussion for changing 3 hour classes to two 1.5 hour classes.
	Suggestion for this to be used as a guideline rather than making it mandatory.
	Recommendation for guide or course outline template to include a list of suggested class lengths.
	Questions for taskforce to consider: What impacts does this have for dual credit or collaborations with other institutions?

Carried	**Taskforce members**: Reto Riesen, Chris Gee, Catherine White. Brent Speidel. David Try and also a student. At this time none of the EdCo students could volunteer. *Motion to approve the class length taskforce with appointed members* Justin Kohlman and David Try
EC.15-43.8	**Course Management Software Taskforce – Dave McKeever** Web based and interactive software for approval of courses and programs. Stephen Salem would like a taskforce for this. RFI to the software. **Taskforce Members:** Steven Salem, Brent Speidel, Jessica Scafe, Dave McKeever, someone form IT and someone from marketing, Reto Riesen. Recommendation for training to be provided to all staff and faculty. **Action item:** EdCo members will take this to the cluster to find some faculty who would like to sit on CMS Taskforce. March 31 is the deadline.
Carried	*Motion to create and approve the CMS taskforce* All in favor
EC.15.43.9	**Policy Regarding Final Marks – David Try** No documentation in place for this policy. There is a practice that faculty follows but no written policy. This should go to the policy committee for consideration. This will be an educational policy and will come to this table for discussion once the policy committee can create it. No motion needed.
EC.15-44	**Reports**
EC.15-44.1	**Chair – Dave McKeever - No Reports** BOG Update. Board approved strategic plan. Discussions regarding drive for international students. **Action item:** Add fall break and academic dates to next EdCo Agenda.
EC.15-44.2	**ACPAC – Allison Conway - TABLED**
EC.15-44.3	**A5 – Stephen Salem - TABLED**
EC.15-44.4	**Education Policy Committee – No Reports**
EC.15-44.5	**Educational Planning and Program Review – No reports**
EC.15-44.6	**FNC – Barb McRae – TABLED**
EC.15-44.7	**Clusters – No Reports**
	Meeting Adjourned at: 11:47 am **Next Meeting: January 22, 2016**