

**MINUTES OF THE  
EDUCATION COUNCIL Meeting**  
September 16, 2016  
Room 208 at 10:00 AM

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**Present:** Dave McKeever, Phil Bialobyzski, Holly Hovland (Stephen Salem), Carla Ollenberger, Emily Suderman, Anne Marie Merkel, Chris Gee, Kezia Sinkewicz, Julia Moore, Lothlan Olson, Kevin Jeffrey, Catharine White, Justin Kohlman, Laurie Waye, Barb McRae

**Guests:** Seth Downs, Kim McIntyre, Michael Brandt

**Video Conference:** Reto Riesen, Mercedes de la nuez

**Regrets:** Reilly Kluss, Reilly Walker, Anna Raselli, Stephen Salem

**Recording Secretary:** Jessica Scafe

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Meeting called to order at 10:01 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, 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.16-40 | <b>Adoption of the Agenda for September 16, 2016</b>  |
|          | <b>Addition to the agenda:</b> Open Letter of Support to the Ministry for First Nations Council to have a vote on Board of Governors. |
| Carried  | <i>Motion to approve the agenda with additions.<br/>Kevin Jeffrey and Chris Gee</i>   |
| EC.16-41 | <b>Approval of the Minutes from July 22, 2016</b>   |
| Carried  | <i>Motion to approve minutes as presented<br/>Kevin Jeffrey and Kezia Sinkewicz</i>   |
| EC.16-42 | <b>Consent Agenda</b>   |
| EC.16-43 | <b>Business Arising</b>   |

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| EC.1643.1 | <b>Education Council Renewal Report</b>  |
|           | This taskforce met back in May and will be meeting shortly again.  |
| EC.1643.2 | <b>Curriculum Management Software Update</b>   |
|           | This taskforce sat on presentations from 5-6 providers of CMS software. There are a lot of capabilities and the taskforce will need to decide what they want and need from the software in order to make a decision.   |
| EC.1643.3 | <b>Program Outline Template</b>  |
|           | On the agenda for some time. It was sent out by email to all clusters back in April.   |
| Carried   | <i>Motion to accept the program outline template as presented</i><br><i>Approved by consensus</i>  |
| EC.1644   | <b>New Business</b>  |
| EC.1644.1 | <b>MGMT 259 – Business Admin – Seth Downs</b>  |
|           | MGMT 259 is currently an approved course and elective for the Business Administration program. The program would like to add this as a core course to the Human Resource concentration of the Business Administration Diploma. The core courses of the Human Resource concentration would then be as follows: ACCT 252; BFIN 250; MGMT 251; BPOL 250 or BSIM 250; MGMT 255; MGMT 257; MGMT 258; MGMT 253; MGMT 259 plus One second year BADM elective.   |
| Carried   | <i>Motion to accept MGMT 259 as a core course for the HR concentration</i><br><i>Emily Suderman and Phil Bialobzyski</i>   |
| EC.1644.2 | <b>Business Admin Pre-reqs – Seth Downs</b>  |
|           | Adding foundations of Math 11 as a program pre-requisite. This changed back in 2008 however the motion did not specify what the Math was. This is just clarifying the motion back from 2008 and so that the website can be updated. The program pre-requisites would now be: Grade 12 recommended; English 12 or equivalent and Applications of Math 12 or equivalent OR Principles OR Foundations of Math 11 OR Office Assistant Certificate plus accounting certificating both with B average from NWCC's Applied Business Technology Program or Canadian Achievement Test (CAT) |
| Carried   | <i>Motion to accept the addition of Foundations of Math 11 to the program pre-requisites for the Business Admin Certificate Program</i><br><i>Emily Suderman and Carla Ollenberger</i>   |
| EC.1644.3 | <b>Public Administration Program – Seth Downs</b>  |
|           | Credential name change. Currently the credential is named Public Administration Certificate and should be changed to “Certificate in Local Government Administration” to align with Capilano University which offers the same program and also to align with the Board of Examiners certification.   |

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| Carried    | <p>Motion to accept the credential name change for the Public Administration program to “Certificate in Local Government Administration”</p> <p>Emily Suderman and Kezia Sinkewicz</p>  |
| EC.16.44.4 | <p><b>Health Care Assistant Program – Pouyan Mahboubi - Tabled</b></p> <p>More information required from the BC Care Aid Registry before moving forward with these changes.</p>   |
| EC.16.44.5 | <p><b>Retail Services Plus Program – Kim McIntyre</b></p> <p>Retail Services Plus Program prepares students for entry level positions in the Retail and or Business Sector. The accelerated program is an alternative to the foundation level Retail Services Program and meets the Level 2 ASE provincial articulation guidelines.</p> <p>The admission requirements are higher than the other program and the program is shorter in duration.</p> |
| Carried    | <p>Motion to accept the RSPP 200 course as presented</p> <p>Emily Suderman and Phil Bialobzyski</p>   |
| Carried    | <p>Motion to accept RSPP 201 course as presented</p> <p>Emily Suderman and Catharine White</p>  |
| Carried    | <p>Motion to accept the Retail Services Plus Program as presented</p> <p>Emily Suderman and Phil Bialobzyski</p>  |
| EC.16.44.6 | <p><b>Associate of Arts Criminology – Michael Brandt</b></p> <p>This program change is a correction to the incorrect AA criminology. The change is being made to align with BCCAT Associate Degree Requirements. The original planning guide for the associate degree was short one 200 level credit. This has now been adjusted.</p> <p><b>Housekeeping items:</b> ACPAC form needs to be cleaned up.</p>  |
| Carried    | <p>Motion to accept the addition of a 200 level elective to the Associate of Arts in Criminology with housekeeping changes</p> <p>Emily Suderman and Catharine White</p>  |
| w          | <p><b>Criminology Diploma</b></p> <p>The diploma has not been offered in many years. Modified the diploma by adding more electives so that students could use this Diploma to seemingly transfer to a Bachelor of</p>   |

Criminology Degree elsewhere. If students choose the correct science courses they could also transfer to BCIT forensic program. The students can choose which path they would like to take. They will need to plan accordingly and ensure they meet with an Educational Advisor at NWCC.

*Motion to accept the changes to the Criminology Diploma with additional electives and amended program pre-requisites.*

*Emily Suderman and Julia Moore*

**EC.16-44.8 Admissions Policy and Procedures from Educational Policy Committee**

Open to questions and comments.

Suggestion for 2.01 to add a bullet that mentions something about developmental programs.

Suggestion for 2.02 (6) and 2.06 - Tutoring and accessibility services? High schools responsible or NWCC?

Permission of instructor not mentioned in policy but mention in procedure.

More clarification wanted on Advanced Placement/Standing in the definitions document.

Request that this policy and procedure document go to the deans and clusters for input prior to being formally approved at EdCo.

**EC.16-44.9 Open Letter of Support to FNC - Chris Gee**

Request to write a letter of support for FNC from Education Council to have a vote on the Board of Governors. This letter will be written and presented at EdCo when the letter is complete.

*Motion that Education Council supports the writing of a letter in support of First Nations Council having a vote on the Board of Governors*

*Emily Suderman and Chris Gee*

**EC.16-45 Reports**

**EC.16-45.1 Chair - Dave McKeever**

Academic Governance Council of BC. Reminder of student elections which are going on right now.

**EC.16-45.2 Educational Practice - Tabled as Brent's replacement has not started yet.**

**EC.16-45.3 EPC - Stephen Salem - Tabled.**

**EC.16-45.4 ACPAC - Currently no chair as David Try retired. Anne Marie Merkel has volunteered to chair ACPAC if no one else puts their name forward.**

**EC.16-45.5 FNC - No meetings yet. September 30<sup>th</sup> in PR is the next meeting. FNC would like to see the letter of support once written.**

**EC.16-45.6 Educational Planning and Program Review - Tabled. No program reviews.**

EC.1645.7

**Cluster Reports**

University Credit - Numbers are looking good. Met with Dean and VP, UC will be figuring out a 2 year academic plan which will be ready to go for January 2017.

**Meeting Adjourned at: 11:58**

**Next Meeting: October**