

**NWCC MINUTES OF THE  
EDUCATION COUNCIL Meeting**

December 20, 2016  
Room 208 at 10:00 AM

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**Present:** Dave McKeever (Chair), Ann Marie Merkel, Linnea Waechter, Carrie Nolan, Laurie Waye, Catharine White, Emma Shack (Emily Suderman), Robin Cheer, Reto Riesen, Mercedes de la Nuez, Kevin Jeffrey, and Stephen Salem.

**Guests:** Kathy Haley and Pouyan Mahboubi

**Regrets:** Chris Gee, Emily Suderman, Phil Bialobzyski, Justin Kohlman, Barb McRae

**Recording Secretary:** Jessica Scafe

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Meeting called to order at 10: 07 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.

EC.16-57	<b>Adoption of the Agenda for December 20, 2016</b> Addition of CMS Taskforce to the agenda
<i>Carried</i>	<i>Motion to approve the agenda with additions Kevin Jeffrey and Robin Cheer</i>
EC.16-58	<b>Approval of the Minutes from November 18, 2016</b>
<i>Carried</i>	<i>Motion to approve minutes from November 18, 2016 as presented Linnea Waechter and Stephen Salem</i>
EC.16-59	<b>Consent Agenda</b>
	No Items
EC.16-60	<b>Business Arising</b>
EC.16-60.1	<b>K-12 Curriculum Update</b> BC Registrars association met on the 7 <sup>th</sup> of December. There is not much to update. Planning for September 2018/19 with the new curriculum. NWCC will have to think

about this for incoming students. Carrie Nolan will be attending a workshop with K-12 teachers regarding the new K-12 curriculum.

**EC.16-60.2 ABT Update**

No further updates until June. BC Campus is dropping the ABT Consortium. They are pulling their financial support. More updates to come. This will continue to be added to the agenda.

**EC.16-60.3 Admissions Policy**

The policy went out to the college community for comment. Added a piece about conditional acceptance to the admissions procedure document due to a comment from the community. Other community comments were looked at and responded to.

*Motion to accept the admissions policy and procedure documents and move it to the Board of Governors for final approval in February.*

*Stephen Salem and Kevin Jeffrey*

**EC.16-60.4 Curriculum Management Software Taskforce**

NWCC received one time funding for CMS software. Building a new task force to pick one. The taskforce will consist of: Dave McKeever, Hashan Kodituwakku (IT), Sarah Zimmerman and looking for others. The money has to be spent by end of fiscal (March 2017). We are looking for volunteers from the faculty to sit on the taskforce. Email Stephen if interested in participating in this taskforce.

**EC.16-61 New Business**

**EC.16-61.1 ACPAC- Intro to Health Professions 101(HLPR) – Pouyan Mahboubi**

Demand for the course rose from the school district in Prince Rupert for grades 10, 11, 12. The SD wanted to have their students make decisions around health professions at an earlier age. They wanted a very hands on approach to understanding the health professions and include things like lab work and spending time with health professions, to get a feel for the field. The course is 100 hours based on the school districts requirements.

*Motion to accept HLPR 101 – Intro to health professions as a dual credit high school course.*

*Kevin Jeffrey and Laurie Waye*

*One opposed*

**ACPAC – Intro to Health Professions Program**

New program created to house the course above. This is a single course program for now with the possibility of adding more dual credit health courses under this umbrella.

*Motion to accept HLPR Intro to Health Profession Program as presented*

*Stephen and Ann Marie*

*One opposed.*

EC.16.61.2	<b>EdCo By Election Announcement</b>
Education Council will be holding a by election for faculty in Developmental Education Terrace seat as Phil Bialobzyski is now retired. This will begin in January. Developmental Education consists of ASE, RSP, CCP, and ESL.	
EC.16.61.3	<b>NCBNP Program – Kathy Haley</b>
Tidying up what appears on the online calendar regarding the nursing program to align with UNBC's online calendar. The NCBNP program is now NWCC's program as it is a part of a collaborative with UNBC and CNC. The changes are being made to align with UNBC and CNC.	
Other than wording a housekeeping the following changes will be made:	
Students now have a 5 year limit on BIOL 131 and 132. The limit used to be ten years but the program was finding students were struggling to apply the material.	
<i>Motion to accept the changes to the NCBNP online calendar.</i>	
<i>Kathy Haley and Catharine White</i>	
EC.16-62	<b>Reports</b>
EC.16-62.1	<b>Chair – Dave McKeever – No Report.</b>
EC.16-62.2	<b>Educational Practice – Carrie Nolan</b>
Program review cycle is underway and will work well with the CMS software. Typical practice is to review your programs every 5-7 years. Carrie wrapped up the first PIDP – Carrie will teach 3 of the 8 courses. VCC will come up in March and April to cover one of the courses. She is currently working on a three year plan for all the courses. Carrie is also working on new instructor orientation with Laurie Waye and other program areas. VC pilot researcher will also be coming to work with us.	
EC.16-62.3	<b>EPC – Stephen Salem</b>
Admissions Policy is now complete. Definitions will be up for ten business days for consultation and feedback on January 3. Other definitions will be added as we go through other policies. Document will be posted on the website as a living document and can be changed or added to at any time after the ten days for feedback.	
EC.16-62.4	<b>ACPAC – Ann Marie Merkel – Tabled nothing from ACPAC.</b>
EC.16-62.5	<b>FNC – Barb McRae – Tabled</b>
EC.16-62.6	<b>Educational Planning and Program Review - No program reviews.</b>
EC.16-62.7	<b>Cluster Reports -</b>
CCP/ESL – ESL received additional funding and a new section was added. The new fiscal year will be a reduction in ESL funding. CCP – Numbers are alright in PR. Looking forward to Jan 3 start date.	
BADM – New instructor orientation and training – started with BADM including other instructors now. The BADM department created a policy regarding electronics	

and cell phones during exams. Curious if other departments have other policies. Discussion ensues regarding cell phone use. Kitimat village almost done the BADM certificate. Sylvie has been teaching one course at a time the last couple of years. We now have a course by course transfer to third year CPA designation. BADM is putting together a program advisory committee but not every program has it so BADM will have one. BADM will be undertaking a BADM writing standards project or analysis. Taking a look at admission requirements for first year writing standards, what students need going into third year.

**Meeting Adjourned at: 11:12am**

**Next Meeting: January 20, 2017**