

**MINUTES OF THE  
EDUCATION COUNCIL Meeting**  
May 26, 2017  
Room 208 at 10:00 AM

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**Present:** Catharine White (Chair), Emily Suderman, Linnea Waechter, Carrie Nolan, Sandra Hadjirul (Gurveer Kaur), Reto Riesen, Ian Hamilton (Kezia Sinkewicz), Laurie Waye, Keisha Reichert, Marie-Claude Blouin (Robin Cheer)

**Guests:** Regan Sibbald

**Video Conference:** Dinesh Gautam, Mercedes De La Nuez

**Teleconference:** Ann Marie Merkel, Marja Burrows, Stephen Salem

**Regrets:** Dave McKeever, Barb McRae, Justin Kohlman, Jessica Derow

**Recording Secretary:** Jessica Scafe

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Meeting called to order at 10:05 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.17-26	<p><b>Adoption of the Agenda for May 26, 2017</b> Move Strategic Plan feedback to bottom of new business. Police certificate will be a notice of motion and will have a proper motion on the next meeting June 9.</p> <p><i>Motion to adopt the agenda with amendments</i> <i>Laurie Waye and Reto Riesen</i></p>
EC.17-27	<p><b>Approval of the Minutes from April 21, 2017</b> <i>Motion to approve the minutes as presented</i></p> <p><i>Carried</i> <i>Emily Suderman and Keisha Reichert</i></p>
EC.17-28	<p><b>Consent Agenda</b> No Items</p>
EC.17-29	<p><b>Business Arising</b></p>

EC.17-29.1	<p><b>Strategic Plan Feedback</b>  Moved to bottom of new business.</p>
EC.17-29.2	<p><b>K-12 Curriculum Update - Stephen Salem</b>  Registrars are meeting June 26 with the Ministry of Advanced Education to get more details on the curriculum change. May be a delay as they determine the pedagogical side to the curriculum change. Jan Unwin may come speak to the UC Cluster retreat. This is being discussed in articulation meetings as well to hammer out any possible issues.</p>
EC.17-29.3	<p><b>Applied Business Technology Update – Laurie Waye</b>  ABT is changing rapidly. ABT is supported by BC Campus and is slated to close June 2018. Suspension of the program will come through Education Council soon. BC Campus does not want to register new students in the program, Going to a “teach-out” phase. Students will be able to take available courses until then. NWCC is unable to control what the government is doing in terms of stopping registration. June 6 and 7 Laurie Waye will attend a meeting to discuss this further. Motion of suspension is not coming through today. Laurie will know more about what NWCC’s institutional plan is for current students after the meeting. NWCC was asked to suspend as of July 1<sup>st</sup>. There has not been a go ahead to shut the program down. Students who are hoping to start in the fall would be considered new students and would not be able to complete a credential before June 2018. A motion should be made to discuss how to word this on the website and how this should be communicated to the students. If another institution takes over ABT we will not have to shut it down. Students should be signed up for fall courses no later than June 30<sup>th</sup>. Individual students need to be notified that they have to be registered by June 30. This will not be added to the website yet.</p> <p><i>Motion to align with BC Campus and suspend registration into the ABT program as of July 1<sup>st</sup> 2017.</i></p> <p><i>Carried</i>  Laurie Waye and Linnea Waechter  Marja Burrows has left the meeting.</p>
EC.17-29.4	<p><b>Taskforce Updates - Stephen Salem</b>  CMS - Followed up with IT director about CMS software. Assured him he would have this posted on BC Bid by end of June. The sub-committee will meet after we have it on BC Bid to discuss the sorting rubric. July and August taskforce will meet with vendors.</p> <p><b>EdCo Renewal – Dave McKeever – Tabled</b></p>
<p>EC.17-30      <b>New Business</b></p>	
EC.17-30.1	<p><b>ACPAC – ESL – Mercedes de la Nuez</b>  ESL has a contract with LINC and IRCC and has been renewed for another year. There is no mention of LINC on our website and since they fund us, they would like to be mentioned on our website. We do not want to post their logo and give them credit as NWCC is the one delivering the program but we should mention the partnership and LINC has approved the document that was submitted which just indicates the LINC</p>

	<p>levels taught and the assessment tools that are used as that is a criteria of using the LINC curriculum. Suggestion to add a link to the LINC website on our website as well.</p> <p><i>Motion to accept the minor wording changes be accepted and be made on the NWCC website</i>  <i>Mercedes de la Nuez and Emily Suderman</i></p>
EC.17-30.2	<p><b>ACPAC – GEOG 050 – Carrie Nolan</b></p> <p>This is not a new course. This is a modification to the GEOG 050. Added additional learning outcomes which were accepted by the ABE Steering committee. As long as we include the provincial articulated GEOG 050 learning outcomes we can also add our own and changed the text book. This can be taught online or face to face.</p> <p><b>Housekeeping Items:</b> Remove online from course summary form course title.</p> <p><i>Motion to accept GEOG 050 with modifications of course title on the course summary form</i>  <i>Carrie Nolan and Keisha Reichert</i></p>
EC.17-30.3	<p><b>ACPAC – PSYC 102 and PSYC 202 – Catharine White</b></p> <p>These courses came through cluster and ACPAC. This course used to have PSYC 101 as a pre-requisite and it will be changed to English 12 instead.</p> <p>PSYC 202 currently has a pre-req of PSYC 201 and this will be changed to PSYC 101 or PSYC 102 to increase access for students</p> <p><i>Motion to accept PSYC 102 with changes to the pre-reqs</i>  <i>Emily Suderman and Reto Riesen</i></p> <p><i>Motion to accept PSYC 202 with changes to the pre-reqs</i>  <i>Reto Riesen and Emily Suderman</i></p>
EC.17-30.4	<p><b>ACPAC – DADD Language Test</b></p> <p>5 star rating for someone who completed a Bachelor’s degree and 4 stars meets minimum for each component (oral, writing, reading) entry into NWCC. This aligns well with the TOEFL but is for German students. Looking at DADD German language document. Each component has an English description. The admission officers would receive this with the box filled in.</p> <p><a href="http://www.daad.de/median/ausland/dokumente/daad-sprachnachweis_deutsche.pdf">http://www.daad.de/median/ausland/dokumente/daad-sprachnachweis_deutsche.pdf</a></p> <p><i>Motion to accept the DADD assessment and include in the English language proficiency document with 4 stars being required in each component for admission into NWCC.</i>  <i>Stephen Salem and Laurie Waye</i></p>
EC.17-30.5	<p><b>Police Certificate – International Students - Notice of Motion – Emily Suderman</b></p>

	<p>International students are required to do additional screening when coming into health or social programs such as SSW, SEA, HCAS, ECE and will have to complete this certificate as well as a CRC. This should be added to our admission requirements and we will be bringing this motion forward at the next EdCo.</p>
EC.17-30.6	<p><b>Engineering and Physical Sciences Transfer Certificate – Regan Sibbald</b></p> <p>This certificate covers the first year to many different programs. The name change was a struggle for this program and this program has already been approved and this is just coming through for a name change.</p> <p><b>Name Change from: Physical and Mathematic Sciences Certificate To: Engineering and Physical Sciences Transfer Certificate</b></p> <p><i>Motion to accept the name change from the Physical Mathematical Sciences Certificate to the Engineering and Physical Sciences Transfer Certificate</i></p> <p><i>Stephen Salem and Reto Riesen</i></p>
Carried	
EC.17-30.7	<p><b>EPC - Academic Appeals Policy and Procedure</b></p> <p>Academic Integrity and Appeals Policy and Procedure document.</p> <p>Discussion around 3.01 in the procedures document.</p> <p>Suggestion for wording to be included in an acceptance letter to state that students are expected to show up the first day of class and if they cannot do so they should touch base with an instructor but this does not necessarily need to be written in the policy. There will be ten days for faculty, staff, and community members to provide feedback for this document so any suggestions should be sent in as feedback to Jessica Scafe before the next EdCo on June 9<sup>th</sup>. This will be posted on the policy page on the website and sent out to the college community.</p> <p><i>Motion to accept this policy to be posted on the website for a ten day review period before coming back to Education Council and to the Board of Governors for final approval.</i></p> <p><i>Stephen Salem and Ian Hamilton</i></p>
Carried	
EC.17-30.8	<p><b>EPC – Scheduling Policy and Procedure</b></p> <p>This policy governs priority for classroom assignments, how courses are scheduled, how they are cancelled, rearranged, or added. Two sub committees were working on this. Discussion around 3.0 changing sections in the procedures.</p> <p><i>Motion to accept the scheduling policy and procedure to be sent out and posted on the website for a ten day review period before coming back to Education Council with comments before final approval for the Board of Governors.</i></p> <p><i>Stephen Salem and Carrie Nolan</i></p>
Carried	
EC.17-30.9	<p><b>EPC – Master Definitions Document with New Definitions – Removed</b></p>
EC.17-30.10	<p><b>Strategic Plan Feedback Discussion</b></p>

	Email comments to Catharine White by June 10 if you were unable to attend this meeting and would like comments to be included in BOG report.
<i>EC.17-31.</i>	<b>Reports</b>
<i>EC.17-31.1</i>	<p><b>Chair – Catharine White</b></p> <p>Joint meeting June 9. Longer than regular meeting. Doing EDCO 10-12 and FNC will do 10-12 and we shall meet for lunch together and 12-2 will be a joint meeting with FNC. Lunch will be provided.</p> <p>Planning an EdCo meeting for early July. A lot of business comes through in the summer. Important to meet during the summer if possible. Please get a rep if you cannot attend.</p>
<i>EC.17-31.2</i>	<p><b>Educational Practice – Carrie Nolan</b></p> <p>Teaching curriculum development. Teaching the PIDP course and there 10 staff taking the course right now.</p>
<i>EC.17-31.3</i>	<b>EPC – Stephen Salem – Done during meeting</b>
<i>EC.17-31.4</i>	<b>ACPAC – Ann Marie Merkel – Done During meeting</b>
<i>EC.17-31.5</i>	<b>FNC – Barb McRae - Tabled</b>
<i>EC.17-31.6</i>	<b>Educational Planning and Program Review – Tabled</b>
<i>EC.17-31.7</i>	<b>Cluster Reports – Tabled</b>
	<p><b>Meeting Adjourned at: 12:06 pm</b></p> <p><b>Next Meeting: June 9, 2017 joint with FNC</b></p>