

**MINUTES OF THE  
EDUCATION COUNCIL Meeting**  
April 20, 2018  
Room 208 at 10:00 AM

---

**Present:** Marja Burrows (Chair), Danielle Ray, Mercedes De la Nuez, Amanda Kirkham, Stephen Salem, Carrie Nolan, John Dyck, Tess Motschilnig, Emily Suderman, Corbin Bright (Adelle Jonker), Justin Kohlman, Keisha Reichert, Seth Downs (Dave McKeever)

**Guests:** Stan Bevan, Frances Johnson, Derek Lemieux, Nikita Trimble, Adam Nash,

**Joined by Distance:**

**Regrets:** Catharine White, Kezia Sinkewicz, Laurie Waye

**Recording Secretary:** Jessica Scafe

---

**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.18-19       | <b>Adoption of the Agenda for April 20, 2018</b>   |
| <i>Carried</i> | <i>Motion to accept the agenda as presented<br/>Seth Downs and Keisha Reichert</i>   |
| EC.18-20       | <b>Approval of the Minutes from March 16, 2018</b>   |
| <i>Carried</i> | <i>Motion to approve minutes<br/>Mercedes De la Nuez, Emily Suderman</i>   |
| EC.18-21       | <b>Consent Agenda - No Items</b>   |
| EC.18-22       | <b>Business Arising</b>  |
| EC.18-22.1     | <b>K-12 Curriculum Update - Stephen Salem</b><br>Stephen sent an update from the ministry earlier this week. Jan Unwin's contact information has been sent to the chair of EdCo and her visit will be scheduled for some time in the late summer or early fall. The students with the new curriculum will be attending the college in 2020. Recommendation for cluster dates to be considered when |

scheduling Jan's visit. They should meet prior to her visit if possible. Request for update that was sent to EdCo be taken to the clusters for information.

Action item: Marja Burrows to send update to cluster chairs

**EC.18.22.2 Taskforce Updates (CMS) – Stephen Salem**

First phase of the business requirements are done. We have three dates that are now secured for the pilot training that course leaf will provide us for the CAT (Catalogue) which is the first step in our curriculum management software. The new website and the new catalogue will hopefully launch at the same time. The definitions that were requested to the EPC committee for this project are underway.

There are some programs that never fully launched, that we never had any applicants for that we would like clusters to look at such as the Business Bridging programs.

*Carried*

*Motion to have clusters review the Business and UC bridging certificates to remove the certificates from the books*

*Stephen Salem and Emily Suderman*

**EC.18.22.3 International Agreements – Justin Kohlman**

Recently we have talked with a University in Mexico, they are very keen to work with us and Chris Carr is working hard to get 10 students into her field school in May but that did not work out. We have a business proposal for some students to take a course in August, and are waiting to see if they can get funding from the Mexican government.

We have been assigned 20 more seats for Mexican students so we will have more students on campus auditing courses in the fall. We are not sure if they meet our English language requirements yet.

We have been in discussions with the polytechnic university in Panama and they are interested in having 20 of their teachers to come up and get trained in English language. Some of their students may come in January as well and this may lead to some agreements.

The Business intake for September was closed on April 19 so we are full for September for the business program and we are keeping an eye on UC, ECCE, and SSW. We are gauging it by the number of applicants. Depending on how many get accepted were expecting 50-70 registrants, give or take.

One plus one agreements, looking at students start somewhere else and finish here or start here and finish elsewhere. We have an agreement with BCIT where students can go to their International Student Entry Program and come here. We have 5 students who will be admitted into their ISEP program and then hopefully will come to us.

**EC.18.22.4 Accuplacer**

*Motion to open this item up for discussion*

*Stephen Salem and John Dyck*

Accuplacer will help us manage our testing and students will get their results a lot faster. This placement test does have more advantages for our students than the CAT test does. Marja Burrows has relinquished her chair seat to speak in favor of this motion.

The business cluster has not reviewed this yet as they have not met since the last EdCo but Ian is scheduled to speak at cluster. Seth cannot speak for the cluster at this time but does not see it being an issue.

Clusters need to determine what their admission requirements will be for these assessments.

Committee would like to postpone this motion as Ian Hamilton is not present and the committee has some unanswered questions as well as Clusters have not had a chance to discuss this assessment.

Suggestion for motion to say “Accuplacer is available for English and Math requirements” instead of “CAT or Accuplacer” assessment.

**Tabled**

*EC.18-22.5* **Program Review Policy – Stephen Salem**

This policy was sent out for review and we received no feedback.

*Carried*

Motion to take this policy to Presidents Council and the Board of Governors for final approval

Stephen Salem and Carrie Nolan

*EC.18-23* **New Business**

*EC.18-23.1* **Chair and Vice-Chair Elections**

Stephen Salem has taken over the chair seat during elections.

First call for nominations for EdCo Chair.

Catharine White has been nominated for chair.

Catharine White is not in attendance but accepted this nomination in electronic format prior to this meeting.

Second call for nominations.

Third call for nominations

**Catharine White acclaimed as EdCo chair**

First call for nominations for EdCo Vice-Chair

Seth Downs has nominated Marja Burrows

Marja Burrows has allowed her name to stand.

Second call for nominations.

Third call for nominations.

**Marja Burrows is acclaimed as EdCo Vice Chair**

**EC.18-23.2 Program Change – FNFA Cert and Diploma – Stan Bevan**

The FNFA program has evolved over the past ten years and certain priority areas of education have been identified to address practical aspects of the professional artist in order to connect art history to artist identity and personal history. The move to these new courses increases the place based aspect of studying what it means to be an artist and how to exhibit and curate. This program change will allow those needs to be filled based on four new courses. These new courses have been developed and the course outlines are submitted. These 4 courses would be required courses in the FNFA Certificate (FNFA 104 and FNFA 106) and the FNFA Diploma (FNFA 204 and FNFA 206). ARTH 101, 108, 201 and 210 would no longer be required in the program. The new program credential requirements are included in this submission. The changes have also been submitted and approved by the laddering institution (Emily Carr University).

*Carried*

*Motion to accept the four new courses FNFA 104, FNFA 106 (into the certificate) FNFA 204 and FNFA 206 (into the diploma) program.*

*Emily Suderman and Stephen Salem*

*Carried*

*Motion to accept the removal of ARTH 101, ARTH 108, ARTH 201 AND ARTH 210 from the FNFA program and accept the amended FNFA certificate and FNFA diploma*

*Emily Suderman and Justin Kohlman*

**EC-18-23.3 Program Change: ACE PD – Ken Shaw**

Committee reviews the documents for the post degree program.

Housekeeping Items: Added “from an accredited post-secondary institution”

Suggestion for cluster minutes to be included to show the program changes have cluster approval.

Suggestion for the by-law task force to make it clear which departments belong to which clusters

ACE is a part of the UC cluster and UC did not sign off on this form. According to the EdCo by-laws ACE has always been a part of the UC cluster but this has been overlooked for many years. EdCo recognizes that the bylaws need to be updated and that is why a By-law task force has been struck.

*Carried*

*Motion to approve the changes to the ACE PD admission requirements*

*Justin Kohlman and Carrie Nolan*

EC-18-23.4 **New Course ACE 197 – Environmental Monitoring – Ken Shaw**

Ken and Adam Nash met as per ACPAC's concerns regarding indigenization and this new course. A learning outcome has been added to address that concern.

Carried

*Motion to approve the new ACE 197 course*  
*Carrie Nolan and Seth Downs*

EC.18-23.5 **Program Changes: NCBNP – Amanda Kirkham**

**Auditing lab or Clinical Course Change**

This is a proposed revision for UNBC calendar which NWCC needs to address. Under certain circumstances students may be able to audit a NURS course. Courses with lab or clinical components cannot be audited. NWCC has never had students attempt to audit a NURS course as these courses are always full. This is not an NWCC issue but as we apart of a collaborative, we need to address it. Process wise, these courses will be checked off as non-auditable in our system.

Carried

*Motion to accept the changes to the NURS courses in terms of auditing*  
*Stephen Salem and Carrie Nolan*

**Changes to Admission Requirements**

UNBC noticed that the nursing program has the lowest admission requirements of all of their health sciences programs. UNBC wanted to move some of their admission requirements to line up to their other health sciences programs. Students will now need 70% instead of 67% in the following courses prior to admission:

Foundations of Math 11 (FM 11), Pre-Calc 11, Principles of Math 11, Chemistry 11 and English 12.

Recommendation for CMS taskforce to look at effective dates and create a definition for this term. Effective date means the intake that will be affected by this change. In this change the effective date needs to be September 2019 and we can add a note saying it needs to be displayed in September 2018 but it will not affect students until the 2019 intake. Only new students will be affected.

Recommendation to remove the letter grade of "C+" in the admission requirements as a C+ is 67% not 70% and students will be confused. Amanda would have to bring this to SAPC for approval as this is a UNBC change. NWCC has not had students with less than 70% in those courses in at least 5 years.

|   |  |
|---|--|
| <p>Carried</p> <p>Carried</p>                   | <p>Motion to accept the increase from 67% to 70% in the following course for the Nursing Program Admission Requirements: Foundations of Math 11 (FM 11), Pre-Calc 11, Principles of Math 11, Chemistry 11 and English 12.</p> <p><i>Emily Suderman and Carrie Nolan</i></p> <p><b>Time Lapse Between Clinical Policy</b></p> <p>Students who are out of clinical practice in a Nursing education program for more than 18 months will be reassessed to determine what clinical practice remediation is needed. Previously, this meant that students would need to repeat clinical courses taken previously. UNBC would like to remove this requirement and would like to now individually assess students on an individual bases to see which level they will need to re-enter the program</p> <p>Motion to accept the changes in the time lapse between clinical policy</p> <p><i>Stephen Salem and Seth Downs</i></p>                              |
| <p>EC.18.23.6</p>                               | <p><b>Program Change: Access to Practical Nursing</b></p> <p>Updated documents were nor provided for this meeting.</p> <p>The committee would like to table this item for the next meeting until proper documentation has been provided. The admission requirements for the program need to updated to align with NWCC standards which includes, removing the letter grades and only included percentages. Also to note, the 65% next to the C + is an incorrect percentage as C+ ranges from 67%-70%.</p>   |
| <p>EC.18.23.7</p> <p>Carried</p> <p>Carried</p> | <p>Course Changes: CCP – Stella Webster</p> <p><b>SCIE 030</b></p> <p>The course was brought through ACPAC/EDCO last year but it was missing learning outcomes that should have been there as per the provincial committee. They have been added so now this course can be approved at the provincial level. This was an existing course that has not been taught in many years. The learning outcomes are from the ABE (adult basic education) handbook. Two were added that are NWCC outcomes.</p> <p>Motion to approve SCIE 030 with new learning outcomes</p> <p><i>Tess Motschilnig and Keisha Reichert</i></p> <p><b>PHYS 040</b></p> <p>Due for provincial articulation in October. The provincial learning outcomes are changing and the course will be sent down for re-articualtion in October. Some NWCC learning outcomes were added as well.</p> <p>Motion to accept the changes to PHYS 040</p> <p><i>John Dyck and Seth Downs</i></p> |

## **CHEM 0401/0402**

Aligning modularized CHEM 0401/CHEM 0402 to the non-modularized CHEM 040 outline and assessment profile. Self paced will teach the modularized courses and instructor led will teach the non modularized courses. One NWCC learning outcome was added, and assessment profile was updated.

*Carried*      *Motion to accept CHEM 0401 as presented*  
*Emily Suderman and Keisha Reichert*

*Carried*      *Motion to accept CHEM 0402 as presented*  
*Emily Suderman and Keisha Reichert*

## **BIOL 0501/0502**

Aligning modularized BIOL 0501/0502 to the non-modularized BIOL 050 which was brought to EdCo in 2017. Self-paced will teach the modularized courses and instructor led will teach the non-modularized version. NWCC outcomes were been added, assessment profile updated, and learning outcomes now align with ABE provincial outcomes.

*Carried*      *Motion to accept BIOL 0501 as presented*  
*Stephen Salem and Keisha*

*Carried*      *Motion to accept BIOL 0502 as presented*  
*Carrie Nolan and John Dyck*

*EC.18-23.8*      **Oxford Placement Test – Stephen Salem**  
*Carried*      Motion to accept the oxford placement levels to our English language alternatives  
Stephen Salem and Carrie Nolan

## **EC.18-24      Reports**

*EC.18-24.1*      **Chair – Catharine White - Tabled**

*EC.18-24.2*      **FNC – Barb McRae – Tabled**

*EC.18-24.3*      **ACPAC – Emily Suderman - Tabled**

*EC.18-24.4*      **EPC – Stephen Salem - Tabled**

*EC.18-24.5*      **Educational Planning and Program Review - Tabled**

*EC.18-24.6*      **International Advisory Committee – Emily Suderman – Tabled**

A short discussion occurred regarding the LPAT course that was discussed at this committee. UC is looking to add one for international and domestic students for first year English courses.

*EC.18-24.7* **Educational Practice – Carrie Nolan – Tabled**

*EC.18-24.8* **Cluster Reports**

Health Cluster will be on Monday April 23.

Business has one coming up.

**Meeting Adjourned at: 12:27 discussion continued until 12:47pm**

**Next Meeting: May 18 2018**