



SUMMARY OF MOTIONS FOR
EDUCATION COUNCIL
September 2018 – August 2019

September 21, 2018	
EC.18-30	Adoption of the Agenda for September 21, 2018, with additions: Academic Appeals Committee membership & pre-requisite clarification
Carried	<i>Motion to accept the agenda with additions Marja Burrows and Jessica Reto Riesen</i>
EC.18-31	Approval of the Minutes from June 22, 2018
Carried	<i>Motion to approve minutes Emily Suderman and Laurie Waye</i>
EC.18-33 Business Arising	
EC.18-34.2	Education Policy Committee – Holly Hovland Academic Integrity and Appeals Policy and Procedure:
Carried	<i>Motion to approve the Academic Integrity and Appeals Policy and Procedures as presented: Emily Suderman and Seth Downs</i>
Carried	Admissions and Registration Policy and Procedures <i>Motion to approve the Admission and Registration Policy and Procedures as presented: Seth Downs and John Dyck</i>
Carried	Program and Course Definitions <i>Motion to accept the additional definitions with adjustments to the Master Definitions list Justin Kohlman and Kezia Sinkewicz</i>
EC-18-34.3	Sprott Shaw Language Placement – Stephen Salem
	<i>Motion to add the Sprott College English Exit Exam to the language alternatives page (all four language components section). The acceptable cut scores are: English 12 w/pass = 65%</i>



Carried	English 12 w/C+ = 70% Stephen Salem and Justin Kohlman
October 19, 2018	
EC.18-36	Adoption of the Agenda for October 19, 2018, with additions: Registry required changes to Health Care Assistant Program
Carried	Motion to accept the agenda with additions Stephen Salem, Marja Burrows
EC.18-37	Approval of the Minutes from September 21, 2018
Carried	Motion to approve minutes as amended Jessica Scafe and Carrie Nolan
EC.18-39	Business arising
EC.18-34-1	Mineral Processing Operator Program – Laurie Lynn Kallio
Carried	Motion to table the grading profile and approve post meeting Stephen and Marja
Carried	Motion to approve the MPO documents as amended Stephen and Marja
EC.18-34.2	EPC – Program and Course Development Policy and Procedures – Stephen Salem
Carried	Motion to approve the New Program Development Policy and Procedures Stephen Salem and Jessica Scafe
Carried	Motion to approve the definition list and add it to the Master Definitions List Stephen Salem and Seth Downs
EC.18-40	New Business
18.40-1	WST – Kimberly McIntyre
Carried	Motion to approve the changes to WST 113 on the auspice that it will be transferred to the current branding. Stephen Salem and John Dyck
EC.18-40.2	Notice of Motion: ASE name change – Kimberly McIntyre



	<i>To go forward for motion at November 16 meeting</i>
EC.18-40.6	HCAS: Registry changes – Cat Martin
	<i>Motion to accept the proposed changes to the prerequisites and program admissions requirement for the Health Care Assistant Program</i>
Carried	<i>Carrie Nolan and Kim McIntyre</i>
November 16, 2018	
EC.18-42	Adoption of the Agenda for November 16, 2018
	<i>Motion to accept the agenda as presented</i>
Carried	<i>Stephen Salem, Chris Gee, Emily Suderman</i>
EC.18-43	Approval of the Minutes from October 19, 2018
	<i>Motion to approve the minutes as presented with amendments</i>
Carried	<i>Emily Suderman, Laurie Waye</i>
EC.18-44	Consent agenda
EC18.44-1	MPO Grading Profile
	<i>Motion to accept the grading profile for the suite of MPO courses</i>
Carried	<i>Justin Kohlman, Laurie Waye</i>
EC.18-45	Business Arising
EC.18-40.2	ASE name change – Chris Gee for Kimberly McIntyre
	<i>Motion to change the department name from ASE to LEAP</i>
Carried	<i>Kimberly McIntyre and Chris Gee</i>
EC.18-46	New Business
EC.18-46.1	Accuplacer cut scores – Ian Hamilton
	<i>Motion to adopt the Accuplacer cut scores as Ian has presented them provided cluster approval.</i>
Carried	<i>Stephen Salem and Justin Kohlman</i>

EC.18-46.2	EPC: Academic Appeals Procedures – Stephen Salem
Carried	<p><i>Motion to accept the tracked changes to the Academic Appeals Procedures as presented with the understanding that Stephen will take 12.04 back to the committee for clarification.</i></p> <p><i>Stephen Salem, Ian Hamilton, Laurie Waye</i></p>
Carried	<p>Appeal Definitions</p> <p><i>Motion to add the definitions for restricted enrollment and required to withdraw to the master definitions list</i></p> <p><i>Stephen Salem and John Dyck</i></p>
18.46-3	EPC: Credential Policy and Procedures – Stephen Salem
Carried	<p><i>Motion to send the Credential policy and procedures for public consultation</i></p> <p><i>Stephen Salem and Emily Suderman</i></p>
EC.18-46.4	Update language requirements on the website – Stephen Salem
Carried	<p><i>Motion to add the Philippines and Namibia as countries that we will accept as meeting the Speaking and Listening requirements.</i></p> <p><i>Stephen Salem and Ian Hamilton</i></p>
EC.18-46.5	Summary of Motions – September 2017 – August 2018
Carried	<p><i>Motion to accept the compiled Summary of Motions as presented</i></p> <p><i>Reto Riesen and Stephen Salem</i></p>
EC.18-46.6	Inactive courses – Emily Suderman
	<p><i>Notice of Motion to deactivate the list of courses as presented, subject to cluster review.</i></p>
December 14, 2018 – Cancelled due to no quorum due to technology issues	
January 18, 2019	
EC.19-01	Adoption of the Agenda for January 18, 2019
Carried	<p><i>Motion to accept the agenda with additions</i></p> <p><i>Stephen Salem and Regina Saimoto</i></p>



EC.19-02	Approval of the Minutes from November 16, 2019
Carried	<i>Motion to approve the minutes as presented Marja Burrows, Dinesh Gautham and Stephen Salem</i>
EC.19-05	New Business
EC.19-05.3	CCSJ & Criminology Diploma – Michael Brandt
Carried	<i>Motion to accept the changes to CCSJ as presented Emily Suderman, Regina Saimoto, John Dyck</i>
	Criminology Diploma Change
Carried	<i>Motion to accept the changes to the Criminology Diploma as presented Emily Suderman and Stephen Salem</i>
EC.19-05.4	Criminology 198 – Michael Brandt
Carried	<i>Motion to approve the change to CRIM 198 and the change to the prerequisites Emily Suderman and Marina Carere</i>
EC.19-05.5	First Nations Fine Arts Advanced Diploma
Carried	<i>Motion to accept the changes to the First Nations Fine Arts Advanced Diploma program as presented Emily Suderman, Stephen Salem, Marina Carere</i>
EC.19-05.6	UC Biol XXX course pre-requisite changes – Catharine White
Carried	<i>Motion to replace “Biology 11 or equivalent” and “Biology 12 or equivalent” everywhere they occur as pre-requisites for UC Program courses to “Life Sciences 11 or equivalent” and “Anatomy and Physiology 12 or equivalent” respectively. Marja Burrows, Marina Carere</i>
EC.19-05.7	University Credit Program pre-requisite change and English pre-requisite changes – Catharine White
	<i>Motion to replace English 12 or equivalent everywhere it occurs as a pre-requisite for the UC Program and individual UC Courses with “English Studies 12 or First Peoples English 12 or equivalent”</i>



Carried	Stephen Salem, Regina Saimoto, Colin Elliot
EC.19-05.9	EPC: Credential Policy and Procedures and Academic Integrity and Appeals – Stephen Salem Credential Policy and Procedures: Motion to approve the policy as presented and send it to the Board of Governors Stephen Salem, Marina Carere, Marja Burrows Academic Integrity and Appeals Policy and Procedures: Motion to amend the Academic Integrity and Appeals Policy and Procedure with the changes as presented Stephen Salem, Marina Carere, Adam Nash
Carried	
EC.19-05.10	HCAS: Regina Saimoto and Marina Carere Motion to approve the changes to the HCAS program and courses, including changes to the outlines to be made offline Stephen Salem and Emily Suderman
Carried	
EC.19-05.11	HLPR 101 Motion to approve the changes to the HCAS program and courses, including changes to the outlines to be made offline Stephen Salem and Emily Suderman
Carried	
EC.19-05.12	Math 046 – Michael Nelligan Motion to accept Math 046 with the changes Emily Suderman and Dinesh Gautham
Carried	
February 15, 2019	
EC.19-07	Adoption of the Agenda for February 15, 2019 Motion to approve the agenda as presented with changes Marja Burrows, Kezia Sinkewicz, Reto Riesen
Carried	
EC.19-08	Approval of the Minutes from January 18, 2019



Carried	<i>Motion to approve the minutes as presented</i> <i>Stephen Salem, Seth Downs</i>
EC.19-10	Business Arising
EC.19-10.2	Business program pre-requisite changes – Seth Downs
Carried	<i>Motion to replace “English 12 or equivalent” everywhere it occurs as a pre-requisite for the BADM Program and individual BADM Courses with “English Studies 12 or First People’s English 12 or equivalent”</i> <i>Seth Downs, Marja Burrows</i>
EC.19-11	New Business
EC.19-11.2	Changes to BADM PDD – Seth Downs
Carried	<i>Motion to approve the changes to the BADM PDD with the amended changes as above</i> <i>Seth Downs, Kezia Sinkewicz</i>
EC.19-11.3	Discussion of election rules and EDCO bylaws mismatch – Stephen Salem
	<i>Notice of Motion: to update the EDCO Bylaws to reflect the student regional representation requirements: two Terrace seats, one Prince Rupert seat, one Regional seat</i> <i>Stephen Salem and Marina Carere</i>
	March 15, 2019
EC.19-13	Adoption of the Agenda for March 15, 2019
Carried	<i>Motion to accept the agenda with additions</i> <i>John Dyck, Stephen Salem</i>
EC.19-14	Approval of the Minutes from February 15, 2019
Carried	<i>Motion to accept the minutes as presented</i> <i>Marja Burrows, Stephen Salem</i>
EC.19-17	New Business
EC.19-17.1	ENGL 057 – Julie Morris
Carried	<i>Motion to accept ENGL 057 as submitted with changes</i> <i>Mercedes de la Nuez and Laurie Waye</i>
EC.19-17.2	Harmonized Auto Service Tech Apprentice – Keisha Reichert



Carried	<p>Motion to accept the new Harmonized Auto Service Technical Apprenticeship program with proposed changes Keisha Reichert, Marja Burrows, and Emily Suderman</p>
EC.19-17.3	<p>Harmonized Electrical Apprenticeship – Keisha</p> <p>Motion to accept the Harmonized Electrical Apprenticeship as presented with proposed changes Keisha Reichert, Reto Riesen, and John Dyck</p>
EC.19-17.6	<p>BScN admissions change – Emily Suderman</p> <p>Motion to amend the current BScN admissions requirements to say, “students apply to CMTN but must also meet UNBC admission requirements. Below is the current general admission requirements as effective 2019 Fall” and list the mature student entry as well as the transfer student requirement paragraphs word for word. The Registrar’s office will be responsible for reviewing and amending our website to include the UNBC general admission requirements.</p> <p>Carried Emily Suderman, Reto Riesen, Lauren Fraychineaud</p>
April 26, 2019	
EC.19-19	<p>Adoption of the Agenda for April 26, 2019</p> <p>Carried Motion to accept the agenda with changes Marja Burrows, Reto Riesen</p>
EC.19-20	<p>Approval of the Minutes from March 15, 2019</p> <p>Carried Motion to approve the minutes as presented as amended Stephen Salem, Marja Burrows</p>
EC.19-23	New Business
EC.19-23.2	<p>HCAS IELTS requirement change – Lauren Fraychineaud</p> <p>Motion to accept the change to the HCAS IELTS requirement Carried Stephen Salem, Kezia Sinkewicz</p>
EC.19-23.4	<p>Harmonized Millwright – Kelly Swain</p> <p>Carried Motion to accept the Harmonized Millwright program as presented Stephen Salem, Sarah Grielens</p>



May 17, 2019	
EC.19-25	Adoption of the Agenda for <i>Motion to accept the agenda with additions of the Academic Integrity and Appeals Policy and tabling Criminology Diploma & ECCE 222 name change.</i> Carried Stephen Salem, Seth Downs
EC.19-26	Approval of the Minutes from <i>Motion to approve the minutes as presented</i> Carried Stephen Salem, Sarah Grielens
EC.19-28	Business Arising
EC.19-28.6	Harmonized Electrical Foundation <i>Motion to accept the changes and documentation to Harmonized Electrical Foundation as amended</i> Carried Stephen Salem, Marja Burrows
EC.19-29	New Business
EC.19-29.1	Academic Integrity and Appeals <i>Motion to accept the changes to the Academic Integrity and Appeals Policy</i> Carried Stephen Salem, Seth Downs
EC.19-29.2	Nursing Outline - Marina Carere <i>Motion to accept the changes and program outline for the Northern Collaborative Baccalaureate Nursing Program</i> Carried Marja Burrows, Stephen Salem
EC.19-29.3A	Access to Practical Nursing - Lauren Fraychineaud <i>Motion to approve all Access to Practical Nursing changes course outlines based on the provincial curriculum guide.</i> Carried Lauren Fraychineaud, Stephen Salem <i>Motion to approve the Access to Practical Nursing outline</i> Carried Lauren Fraychineaud and Stephen Salem



EC.19-29.3B	Discontinuation of Practical Nursing Program	
		<i>Notice of motion to discontinue to the Practical Nursing Program. Program hasn't run since 2012.</i>
EC.19-29.4	Proposed EdCo and ACPAC schedule.	
		<i>Motion to accept the proposed schedule for Education Council and ACPAC for 2019/20.</i>
Carried		<i>Stephen Salem, Marja Burrows</i>
June 21, 2019		
EC.19-30	Adoption of the Agenda for June 21, 2019	
		<i>Motion to accept the agenda with the addition of International Test of English Proficiency (iTEP) and the replacement of Marina Carere with Stephen Salem on the Notice of Motion to Discontinue the Practical Nursing Program.</i>
Carried		<i>Adam Nash, Kelly Swain</i>
EC.19-31	Approval of the Minutes from May 17, 2019	
		<i>Motion to approve the minutes as presented</i>
Carried		<i>Seth Downs, Jon Stone</i>
EC.19-34	New Business	
EC.19-34.1	Field School Permission Form - Gordon Weary	
		<i>Motion to accept the Field School Permission Form</i>
Carried		<i>Adam Nash, Gordon Weary</i>
EC.19-34.2	FNST 050 – Julie Morris	
		<i>Motion to approve all FNST 050 course changes</i>
Carried		<i>Stephen Salem, Adam Nash</i>
EC.19-34.3	Math 0251 and 0252 – Mercedes de la Nuez	
		<i>Motion to accept new course and outline for Math 0251</i>
Carried		<i>Adam Nash, Jon Stone</i>
		<i>Motion to accept new course and outline for Math 0252</i>
Carried		<i>Adam Nash, John Stone</i>
EC.19-34.4	NURS 101 and 102 – Marina Carere	



Carried	<p>NURS 101 Motion to accept changes to NURS 101 course outline. Gordon Weary, Sarah Grielens</p>
Carried	<p>NURS 102 Motion to approve changes to NURS 102 course outline Marina Carere, Seth Downs</p>
EC.19-34.5	<p>Northern Collaborative Baccalaureate Nursing Program Outline – Marina Carere</p> <p>Motion to approve changed NCBNP Admission Requirements Adam Nash, Colin Elliott</p>
Carried	
EC.19-34.6	<p>Notice of Motion to Discontinue Practical Nursing Program – Stephen Salem</p> <p>Based on previous discussions Cluster is agreement that the current Practical Nursing (PN) program does not exist in its current state because of the recent changes to the APN Program. All of the second-year courses in the recently approved APN program have changed from the previous PN program courses.</p> <p>Note: When a program or course is discontinued the records of curriculum of the program or course remain, but for it to run again it must go through ACPAC and EDCO. Discontinuing a program allows for fees to be set above of the 2% increase regulation that applies to active or suspended programs. Suspension of a program allows it to be opened again without going through ACPAC and EDCO but it is recommended that programs suspended over 5 years are discontinued. Dean is in support of this motion.</p> <p>Motion to discontinue Practical Nursing program Stephen Salem, Sarah Grielens</p>
Carried	
EC.19-34.7	<p>Link to Employment and Academic Pathways (LEAP) – Workplace Literacy and Numeracy (WLN) Program and Course Outlines – Lana Reid</p> <p>WLN Courses</p> <p>Name change from Adult Special Education (ASE) to Link to Employment and Academic Pathways reflected throughout the course outlines. COLT reviewed and updated learning outcomes, there are no provincially mandated learning outcomes for these courses. Prerequisites now listed using Adult Literacy Fundamental (ALF) levels which are the current standard.</p>
Carried	<p>Motion to approve changes to all WLN course outlines Stephen Salem, Adam Nash</p>

WLN Program Outline

Name change from Adult Special Education to Link to Employment and Academic Pathways. Prerequisites now listed using ALF levels which are the current standard.

Note: This program allows students to re-enter the educational environment, and as a pathway to entrance into other programs.

Motion to approve all LEAP WLN program outline changes.

Stephen Salem, Adam Nash

Carried

EC.19-34.8 Link to Employment and Academic Pathways (LEAP) – Workplace Skills Training (WST) Program and Course Outlines – Lana Reid

WST and LIT Courses

The CMTN WST program is considered a Level 2 program and subject to new provincial articulation guidelines. Learning outcomes have been updated to reflect provincial learning outcomes. Name change from Adult Special Education to Link to Employment and Academic Pathways reflected throughout the course outlines. Prerequisites now listed using ALF levels which are the current standard. Course hours were not changed, and the program required all students to take all courses.

Motion to approve all WST and LIT course outline changes.

Stephen Salem, Adam Nash

Carried

Motion to approve all WST Program Outline changes.

Stephen Salem, Adam Nash

Carried

EC.19-34.9 Student EdCo and BOG Election Procedures – Stephen Salem

Procedures were updated with consultation from the Student Union to include language addressing appropriate student conduct reflecting expectations outlined in our Personal Student Misconduct policy and including wording around coercion. Students representatives will now be required to be in good academic standing with no academic sanctions as defined in the Academic Integrity Policy. Student seats per campus were updated to two from Terrace, one from Prince Rupert, and one from Smithers. Process around allocation of seats without nominees was added. Clarification that one year is considered one academic year running from August to July as defined provincially. All candidates will now have an arranged meeting with the EdCo Chair to discuss what it means to be a member of the Councils.

*Motion to approve all changes to the Student EdCo and Board of Governors Procedures
Stephen Salem, Kelly Swain*

Carried

EC.19-34.10 Education Council (EdCo) Amended Bylaws for Approval – Stephen Salem
Changes from previous EdCo motion have been made. Education Council now referred to as EdCo. University Credit (UC) Arts and Sciences cluster now referred to as UC and Applied Coastal Ecology. First Nations Fine Arts program moved to Business Administration (BADM) cluster. Trades cluster changed to Trades and Workforce Training. Infant and Child Mental Health moved to Human Services Cluster. The maximum term of an EdCo Chair has been changed to 3 years. Clarification that EdCo members are expected to participate in at least one subcommittee or task force during their term has been added. Duty of Confidentiality has been removed because EdCo is a public meeting. Wording regarding dereliction of duty has been removed because of the potential conflicts it could cause in a union workplace.
Note: Proportional representation of seats must always be maintained at EdCo and changes to Bylaws require two-thirds approval.
*Motion to approve EdCo bylaws and amendments
Stephen Salem, Sarah Grielens
Motion to disband bylaw committee
Adam Nash, Stephen Salem*

Carried

Carried

EC.19-34.11 Academic Integrity and Appeals Procedures Amendment – Stephen Salem
Assigned the responsibility of notifying students of the outcomes of decisions related to repeated offences to the Academic Head/Coordinator; and the Dean if a student must withdraw from the program. Wording to outline that a student who has three strikes in one program and changes their program will start at three strikes in their new program and will be removed after one additional instance of cheating or plagiarism. The goal is to ensure academic integrity and expectations are consistent for students throughout the institution and educational sector. Procedures around communicating instances of plagiarism to be discussed outside of EdCo.
*Motion to accept changes to the Academic Integrity and Appeals Procedures
Stephen Salem, Kelly Swain*



<i>Carried</i>	
EC.19-34.12	<p>Transfer Credit Policy for Update – Stephen Salem</p> <p>Wording regarding situations where transfer credit is granted, and the student is unable to complete the subsequent level of the course has been updated. CMTN will not rescind a transfer credit that has already been granted. Students will be allowed to complete a PLA or take the transfer credit course again to make up for deficiencies at their discretion, or if the Cluster advises them to do so.</p> <p><i>Motion to approve all amendments to the Transfer Credit Policy</i></p> <p><i>Stephen Salem, Sarah Grielens</i></p>
<i>Carried</i>	
EC.19-34.13	<p>Granting of Credentials Policy Change – Stephen Salem</p> <p>Credit calculation changed from 45-60 credits to 30-60 credits</p> <p><i>Motion to approve the change to the Granting of Credentials Policy</i></p> <p><i>Adam Nash, Seth Downs</i></p>
<i>Carried</i>	
EC.19-34.14	<p>Add Rwanda to the list of countries considered English as a first language – Stephen Salem</p> <p>Has had English as a primary language in their education system for over 10 years. If they meet the grade 12 equivalent in Rwanda we will accept them as meeting that pre-requisite</p> <p><i>Motion to add Rwanda to Coast Mountain College’s list of Countries that satisfy the English language standard for listening and speaking</i></p> <p><i>Stephen Salem, Seth Downs</i></p> <p><i>Jon Stone abstained, No opposed</i></p>
<i>Carried</i>	
EC.19-34.15	<p>International Language Academy of Canada (ILAC) – Stephen Salem</p> <p><i>Motion to add ILAC PW 3.1 to the list of acceptable entry pathways under the International Requirements.</i></p>
<i>Carried</i>	<i>Stephen Salem, Jon Stone</i>
EC.19-34.16	<p>Addition of Percentage Grade to Grading Format on ACPAC New or Changed Course Summary Form - David</p>

Carried	<i>Motion to Add a Percentage Grade to the ACPAC New or Changed Course Summary Form. Dave McKeever, Stephen Salem</i>
EC.19-34.17	Discussion: CMTN Transfer Agreements requiring Course Outline Updates Tabled
EC.19-34.17	International Test of English Proficiency (iTEP) The iTEP score of 3.5-3.9 equates to IELTS 5.5-6.5 according the iTEP academic.pdf (included); thus the middle point has been chosen. This test will facilitate more students from Mexico to attend the College.
Carried	<i>Motion to add iTEP 3.7 to the list of acceptable entry pathways under the International Requirements. Salem, Adam Nash</i>