

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, OCTOBER 16, 2020

APPROVED

PRESENT: Wilma Gus, Faculty, Port Alberni, *Chair*
Terri Bateman, Faculty, Comox Valley
Tony Bellavia, Administration
Alix Carrel, Faculty, Comox Valley
Heidi Deagle, Faculty, Comox Valley
Natalie Deveaux, Faculty, Comox Valley
Diana Fearn, Support Staff, Comox Valley
Kathleen Haggith, Administration
Kelly Johnsen, Faculty, Port Alberni
Kathleen Kuhnert, Administration
Braden Majic, Student, Campbell River
Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
Brooke McIntosh, Support Staff, Campbell River
Chris Scarlatti, Student, Comox Valley
Jason Taylor, Faculty, Campbell River
Megan Wilson, Faculty, Comox Valley, *Chair, Curriculum*
Kara Foreman, Recording Secretary (RS)

REGRETS: Priyanka Chakraborty, Student, Comox Valley
Sara Child, Faculty, Port Hardy, *Vice Chair*
Peter Hoefgen, Student, Comox Valley
Ali Mayboudi, Faculty, Comox Valley
Tony Trudel, Faculty, Campbell River
Kelly Shopland, Administration
Patricia Trasolini, BOG Representative
John Bowman, President (Ex-Officio)

Declaration of Quorum

1. W. Gus declared quorum at 12:38pm.

2. **Adoption of Agenda**

Moved by C. Scarlatti / Seconded by B. McIntosh TO ADOPT THE AGENDA FOR OCTOBER 16, 2020.

MOTION CARRIED.

3. **Review of Minutes of the Meeting**

Moved by B. McIntosh/ Seconded by C. Scarlatti TO APPROVE THE MINUTES OF THE MEETING OF SEPTEMBER 11, 2020.

Approved as presented.

MOTION CARRIED.

4. **Business Arising**

4.1 Confirmation of Standing Committee members
(Current Member Lists: Curriculum, Planning & Standards, and Fast Track Committees)

4.2 Call for new members of Standing Committees
(Meeting Schedules: Curriculum and Planning & Standards Committees)
Curriculum Committee Volunteers

- Braden Majic
- Judith Marriott
- Jason Taylor

5. Committee Reports

5.1 Education Council Chair (Verbal) Update

The chair shared her report and there were no questions.

5.2 Planning and Standards Committee

No meeting

The chair anticipates that the committee will be reviewing the Progression policy at the November meeting.

5.3 Curriculum Committee

Minutes of September 25, 2020

Summary of process changes

Curriculog software is currently under development and will include a more rigorous electronic review process prior to submission to Curriculum Committee. The hope is to have the system ready for testing in January 2021.

In the interim, the committee will be adapting their current processes to shift the bulk of document review to prior to the meeting and to focus the meeting time on more in-depth curricular issues.

Items 5.3.1 – 5.3.3 were taken together

5.3.1 Program Revision – Professional Photography Certificate

5.3.2 Course Revision – FIN 734 Business Practices & Marketing

5.3.3 Course Revision – FIN 735 Design Marketing for Media

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE PROGRAM AND COURSE REVISIONS WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2021

Discussion:

Two issues were raised:

- Program Completion Requirements:
 - That a student can fail a course and still receive the credential
 - And the B- is very high and not normally seen except in the trades due to safety concerns
- Instructor Qualifications:
 - Are these adequate given the content to be covered, especially in FIN 734

It was agreed to send this back to the department to reconsider and resubmit. There is still time for them to meet the November curriculum deadline and thus the calendar deadline.

Requested Revisions: (RS)

(Program) Admission Requirements

- Move Communications 12 to after Spoken Language 11

FIN 734; Learning Outcomes

- Numbered list
- #5; change to “Demonstrate understanding”

FIN 735; Learning Outcomes

- #5; change to “Demonstrate understanding”

MOTION DEFEATED.

Items 5.3.4 – 5.3.13 were taken together

5.3.4 New Program – Automotive Collision and Refinishing Technician Foundation Harmonized Certificate

5.3.5 New Course - ACH 100 Occupational Skills for Technicians

5.3.6 New Course - ACH 101 Tools and Equipment for Technicians

5.3.7 New Course - ACH 102 Welding Processes and Techniques for Technicians

5.3.8 New Course - ACH 103 Remove and Install Vehicle Components

5.3.9 New Course - ACH 104 Surface Preparation

5.3.10 New Course - ACH 105 Repair Materials and Equipment

5.3.11 New Course - ACH 106 Refinishing Materials

5.3.12 New Course - ACH 107 Metal Panels

5.3.13 New Course - ACH 108 Plastic and Composite Panels and Components

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE NEW PROGRAM AND COURSES.

EFFECTIVE/START DATE: SP 2021 (agreed to with SRO)

Discussion:

Admission Requirements:

Concern was expressed about whether the Math and English level required is adequate to meet the course learning outcomes. Suggestion that a recommendation be included to encourage students to take an assessment if their Math and English skills are more than 5 years old.

It was agreed that this suggestion be sent to the department for consideration.

No revisions to courses

MOTION CARRIED.

5.3.14 New Course - ARH 200 Automotive Refinishing Technician Apprenticeship Harmonized Level 2

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATE: FA 2021

MOTION CARRIED.

Items 5.3.15 – 5.3.23 were taken together

5.3.15 New Program - Motor Sport and Power Equipment Technician Foundation Certificate

5.3.16 New Course - MSF 100 Occupational Skills and Operations

5.3.17 New Course - MSF 101 Hand and Shop Tools for Power Technicians

5.3.18 New Course - MSF 102 Welding Basics for Power Technicians

5.3.19 New Course - MSF 103 Engine Systems for Power Technicians

5.3.20 New Course - MSF 104 Drive Line Systems for Power Technicians

5.3.21 New Course - MSF 105 Brake Systems for Power Technicians

5.3.22 New Course - MSF 106 Electrical Systems for Power Technicians

5.3.23 New Course - MSF 107 New Unit Assembly and Service Procedures

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE NEW PROGRAM AND COURSES.

EFFECTIVE/START DATE: SP 2021

Discussion:

The same concern was expressed and recommendation made about the admission requirements.

No revisions to courses.

MOTION CARRIED.

5.3.24 Program Revision - Professional Cook (Culinary Arts)

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2021

Requested Revisions: (RS)

Admission Requirements

- Suggestion to change numbering under options 1 and 2 to letters vs numbers to eliminate confusion.

MOTION CARRIED.

Items 5.3.25 – 5.3.33 were taken together

5.3.25 New Program - Parts and Warehousing Person Foundation Certificate

5.3.26 New Course - PWF 100 Occupational Skills in Warehousing

5.3.27 New Course - PWF 101 Warehouse Operations

5.3.28 New Course - PWF 102 Technical Skills in Warehousing

5.3.29 New Course - PWF 103 Warehouse Safety

- 5.3.30 New Course - PWF 104 Accident Prevention in Warehousing
- 5.3.31 New Course - PWF 105 Receiving Material in Warehousing
- 5.3.32 New Course - PWF 106 Material Handling in Warehousing
- 5.3.33 New Course - PWF 107 Tools and Equipment in Warehousing

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE NEW PROGRAM AND COURSES WITH AMENDMENTS AS NOTED BELOW.

EFFECTIVE/START DATE: FA 2021

Discussion:

The same concern was expressed and recommendation made about the admission requirements.

Requested Revisions (RS):

PWF 102, Learning Outcomes

- #3; change to (singular) measurement

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

7.1 (Verbal) Report from Senior Education Team (T. Bellavia)
Recommend everyone review the Widening Our Doorways plan and videos.

7.2 (Verbal) Report from Aboriginal Education (K. Shopland)
The Director was unable to attend and make her report.

The following items were included for information only.

7.3 REB appointments: Allison Byrne, Jack Reynolds, John Heintz

7.4 Members' Terms of Office 2020-22

7.5 All EdCo meetings schedule 2020-21

7.6 EdCo meetings schedule 2020-21

8. Meeting Evaluation – Roundtable Discussion

Members agreed it was an efficiently run meeting.

9. Next Meeting – November 20, 2020

10. ADJOURNED AT 1:59pm