MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD AT THE COMOX VALLEY CAMPUS ON FRIDAY, DECEMBER 10, 2021
APPROVED

PRESENT:	Wilma Gus, Faculty, Port Alberni *Chair*
	Adnan Baig, Student
	Aisling Brady, Faculty, Comox Valley
	Alix Carrel, Faculty, Comox Valley *Vice Chair*
	Brooke McIntosh, Support Staff, Campbell River
	Christopher Scarlatti, Student
	Jennifer Fallis-Starhunter, Faculty, Campbell River
	Karen Grigoleit, Support Staff, Comox Valley
	Kathleen Haggith, Administration
	Kelly Johnsen, Faculty, Port Alberni
	Kelly Shopland, Administration
	Megan Wilson, Faculty, Comox Valley, *Chair, Curriculum & Fast Track*
	Michelle Badger, Administration
	Natalie Deveaux, Faculty, Comox Valley
	Neil Martin, Faculty, Comox Valley
	Ryan Blaak, Faculty, Comox Valley
	Sunny Thakur, Student
	Tony Bellavia, Administration
	Tony Trudel, Faculty, Campbell River
	Lisa Domae, President (Ex-Officio)
	Rylee LaTrace, Board of Governors Representative
	Kara Foreman, Recording Secretary (RS)
REGRETS:	Judith Marriott, Faculty, Comox Valley, *Chair, Planning & Standards*
	Sigrid McKay, Student

1. **Declaration of Quorum**
    W. Gus declared quorum at 12:32pm.

2. **Adoption of Agenda**
    Moved by C. Scarlatti / Seconded by A. Carrel TO ADOPT THE AGENDA FOR DECEMBER 10, 2021.

    MOTION CARRIED.

3. **Review of Minutes of the Meeting**
    Moved by C. Scarlatti / Seconded by M. Badger TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 5, 2021.
    Approved as presented.

    MOTION CARRIED.

4. **Business Arising – None**

5. **Committee Reports**
    5.1 **Education Council Chair Update**
    The chair presented her report. There were no questions.

    5.2 Planning and Standards Committee
    Chair Report given by W. Gus. There were no questions
    Minutes November 19, 2021

    5.3 **Curriculum Committee**

    Minutes of November 26, 2021

    Accessible Learning *(returned from 5 Nov 21)*

    Items 5.3.1 – 5.3.4 were taken together
    5.3.1 **Program Revision – Employment Transition**

5.3.2	**Program Revision – Practical Academics for the Workplace (PAW)**
5.3.3	**Course Revision – AED 056 Workplace Safety Literacy**
5.3.4	**Course Revision – AED 058 Workplace Literacy**

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THE PROGRAM AND COURSE REVISIONS.

EFFECTIVE/START DATE: FA 2022
Discussion:
It was clarified that there are no prerequisites for these courses. Students must meet with an instructor to be admitted into the program.

MOTION CARRIED.

Business Administration *(returned from 5 Nov 21)*

5.3.5	**Course Revision – BUS 247 The Canadian Securities Course**

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

EFFECTIVE/START DATE: FA 2022

MOTION CARRIED.

Health & Human Services

5.3.6	**Program Revision – Human Services: Educational Assistant/Community Support Certificate**

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

EFFECTIVE/START DATE: FA 2022
Requested Revisions (RS):
Admission Requirements
- Change appropriate instances of Aboriginal to Indigenous
- Remove "beginning in September 2013"
- Change all instances to "admissions office"

MOTION CARRIED.

5.3.7	**Course Revision – HSW 152 Foundations of Human Service Practice**

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

EFFECTIVE/START DATE: FA 2022 / Prerequisites Fall 2023
Split effective date due to prerequisite posting requirement.
Requested Revisions (RS):
Learning Outcomes
- #2; remove "to" before "state"

MOTION CARRIED.

Items 5.3.8 – 5.3.13 were taken together

5.3.8	**Course Revision – HSW 164 Foundations of Community Support**
5.3.9	**Course Revision – HSW 167 Support Strategies for Skill Development**
5.3.10	**Course Revision – HSW 170 Education Assistant/Community Support Practice Experience I**
5.3.11	**Course Revision – HSW 174 Human Service Practice Experience II**
5.3.12	**Course Revision – HSW 190 The Education Assistant in the Classroom**
5.3.13	**Course Revision – SSW 121 Interpersonal Communications**

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

EFFECTIVE/START DATE: FA 2022
Requested Revisions (RS):
HSW 164

Transfer Status
- Remove extra text

HSW 170
Prerequisites
- Change "of" to "or"

HSW 174
Prerequisites
- Add "or 116"

HSW 190
Prerequisites
- Change "of" to "or"

SSW 121
Prerequisites
- Add semi-colon after "assessment"

Learning Outcomes #3
- Change "there" to "their"

MOTION CARRIED.

Items 5.3.14 – 5.3.23 were taken together

5.3.14 **Program Revision – Human Services: Educational Assistant/Community Support Indigenous Focus Certificate**
5.3.15 **Course Revision – FNS 160 First Nations Education: Traditional and Contemporary**
5.3.16 **Course Revision – HSW 130 The Educational Assistant in the Cross-Cultural Classroom**
5.3.17 **Course Revision – HSW 131 Cross-Cultural Communication Skills in the Classroom**
5.3.18 **Course Revision – HSW 132 Cross-Cultural Social Analysis**
5.3.19 **Course Revision – HSW 134 Cross-Cultural Community Support**
5.3.20 **Course Revision – HSW 136 Holistic Health and Well Being**
5.3.21 **Course Revision – HSW 137 Support Strategies for Skill Development in Cross-Cultural Settings**
5.3.22 **Course Revision – HSW 140 Indigenous Focus Human Service Practice Experience I**
5.3.23 **Course Revision – HSW 144 Indigenous Focus Human Service Practice Experience II**

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

EFFECTIVE/START DATE: FA 2022 / Prerequisites Fall 2023 (HSW 130 & 132)
HSW 130 & 132 - Split effective date due to prerequisite posting requirement.
Discussion:
It was agreed *that the proponent will go through all of these documents with the Director of Indigenous Education prior to submission to Student Records Office before the start of the December break.*
Requested Revisions (RS):
HSW 130
Prerequisites
- Remove ENG 115

HSW 132
Prerequisites
- Remove ENG 115

Course Content
- 2nd bullet; add "and other local frameworks"

HSW 137
Prerequisites
- Remove ENG 115

Course Content
- 15th bullet; remove duplicate text

HSW 140

Prerequisites
- Remove ENG 115

HSW 144
Description
- Change "generic" to "holistic"

Prerequisites
- Remove ENG 115

MOTION CARRIED.

Items 5.3.24 – 5.3.28 were taken together

5.3.24   **Program Revision – Bachelor of Science in Nursing (BSN)**
5.3.25   **New Course – NUR 201 Transition to BSN Program for Option C Admission**
5.3.26   **Course Revision – NUR 170 Health and Healing Bridge-In**
5.3.27   **Course Revision – NUR 173 Professional Practice Bridge – In**
5.3.28   **Course Revision – NUR 175 Consolidated Practice Experience I**

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

EFFECTIVE/START DATE: FA 2022

MOTION CARRIED.

6. New Business

6.1   Standard language to Student Evaluation in curriculum forms.

Moved by M. Wilson / Seconded by C. Scarlatti TO CHANGE THE STUDENT EVALUATION FIELD ON CURRICULUM DOCUMENTS TO REMOVE THE NEED TO LIST EVALUATION PERCENTAGES, AND TO ADD STANDARD LANGUAGE AS FOLLOWS:

This course follows letter grade X.
There will be multiple varied forms of assessment to ensure evaluation is aligned with course learning outcomes. No one assessment will be worth more than 40%.

Another field will be added under this field labelled ADDITIONAL INFORMATION. Curriculum developers can add any other relevant information regarding evaluation in this field.

MOTION CARRIED.

6.2   Implementing mandatory CTLI review of curriculum documents

Moved by M. Wilson / Seconded by C. Scarlatti TO APPROVE THAT A MANDATORY REVIEW OF CURRICULUM BE DONE BY THE CENTRE FOR TEACHING AND LEARNING INNOVATION (CTLI) WITHIN THE WORKFLOW PROCESS OF CURRICULUM DEVELOPMENT AND APPROVAL.

It was noted that although this is a mandatory review, curriculum developers maintain the right to accept or reject recommendations from CTLI.

It was also noted that a review by Indigenous Education will be added to this workflow process in the future.

MOTION CARRIED.

7. Information / Correspondence

7.1   (Verbal) Report from Senior Education Team *(T. Bellavia)*

- Thanks to Council for supporting NIC's primary goal to provide excellence in education to our students.
- Thanks to Department Chairs for their work with changes in delivery methods and timetabling during Covid.
- The revised academic plan, *Widening Our Doorways 2026*, has been published. As part of this and *Build 2026*, one of the specific measurables is program renewal plans. A template for these plans has been shared with some of the department chairs and a prescriptive document with timelines and expectations will be shared in new year.
- Acknowledgements to faculty and CTLI for work being done on quality assurance and program reviews.

7.2 (Verbal) Report from Aboriginal Education *(K. Shopland)*
- The Gathering Place at the Campbell River Campus is nearing completion. Final items including the creation of a space-use protocol, planning an opening ceremony and blessing and art work pieces will be discussed at a team meeting next week. It is hoped that the space will be ready for use in the Winter semester.

8.   **Meeting Evaluation – Roundtable Discussion**
It was agreed that this was an efficient and effective meeting.

9.   **Next Meeting – February 11, 2021**

10.   **ADJOURNED AT 2:51pm**