EDUCATION COUNCIL

Draft Minutes – June 16, 2022

4:00 pm, Hybrid (in-person and on zoom) meeting

P = Present - A= Absent

In Attendance:

P	D. Falkenhagen (1st Vice Chair)	P	K. Pham			
P	J. Ible	P	K. Webb	P	R. Andrews	
P	S. Lechthaler (Chair)	P	P. Caldwell	P	T. Punchard (2nd Vice Chair)	
p	R. Mitz	P	C. Ridge	P	T. Snauwaert	
P	L. Williams	P	D. Drover	P	T. Whitehead	
A	T. Clarke	A	M. Ferrer	P	M. Matear	
P	T. Larsen	P	H. Vardhan	P	B. Albano (Registrar)	
P	R. MacQuarrie			P	N. Makortoff (recorder)	

Guests:

Maggie Keczan	Kate Tait	Brendan Wilson
Tyler Ballam	Marta Abel	Andrea Maxie
Duff Sutherland	Allison Alder	

Call to order and welcome

Meeting was called to order at 4:15 pm.

Round table introductions.

1 Territorial Acknowledgment

Selkirk College acknowledges our respect for and deep gratitude to the First Nations of the West Kootenay and Boundary Regions: the Sinixt (Lakes), the Syilx (Okanagan), the Ktunaxa, and the Secwepemc (Shuswap) peoples on whose traditional territories we are honoured to operate.

2   **Approval of Agenda** of 2022-06-16   **CARRIED**

Approved as presented.

3   **Approval of Minutes** of 2022-05-10   **CARRIED**

Approved as presented.

4a   **Policy 1000 Policy Development Process**

"Pursuant to the CIA Section 24(2) & where applicable within CIA section 19 & 23(1), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to Policy 1000 Policy Development Process."

There were questions about the approval bodies appendix. This appendix already seems to be out-of-date. Should it be removed? In the column where both EdCo and the President have a shared role to approve, it appears to say that the approval body is the Education Council President. Is this correct? Update the appendix to include an 'and' in this column? In the description about what Admissions and Standards does change the word 'former' to 'latter'.

Does the column indicating who approves the policies go against collective agreements? The Policy Review Committee will talk about making sure that all union groups are represented when policies are brought forward for review.

This policy is being updated to be more inline with the College and Institute Act. Review the Act and past documents when reviewing Appendix C to make sure all is correct. Could the appendices be updated without approval? If so, then this should be clearly stated in the policy.

There was a question brought forward about the community feedback. What happens with this feedback? How do the people that provide the feedback know that the feedback was received? And what happens to this feedback? How do we close this loop? Should a procedure be added to the policy? Do all that provided feedback need a follow up email to let them know what happened with their feedback? These questions will be brought to both policy review groups for discussion when their meetings resume in September.

Suggested to move forward with an amended motion to includes language to say that EdCo approves policy 1000 with continued discussions around the appendices. Should the next review date be moved to an earlier date? Does the consultation process need to be more clearly defined in the policy?

All questions will be provided to the President for review.

Amended Motion:
"Pursuant to the CIA Section 24(2) & where applicable within CIA section 19 & 23(1), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to Policy 1000 Policy Development Process with recommendation to review and amend the Appendices if necessary."

CARRIED

4b   Membership Engagement

Membership – Motion to Approve

"In accordance with section 15(2) of the College and Institute Act and Education Council approves that the membership of the Selkirk College Education Council be expanded to twenty-two, to include one additional seat designated for the Exempt staff group and one additional seat designated for an Indigenous representative. These seats are to be filled in accordance with 15(2) (c) whereby the seat will be filled in the election process conducted by the Registrar."

There was an in-depth discussion on the above motion by the bylaw review group. This was also discussed some time ago at an AGC meeting. How do we get equal representation on EdCo? The variance for the Exempt member was recommended in the past to include this employee group. The member representation was discussed, is it equal as per the composition of EdCo as described in the Act? The composition of EdCo in the Act clearly states that this is what the membership needs to look like at the creation of a council. After the council has been created the membership could vote to increase or decrease the membership. It was pointed out that in section 15(2)(c) it states that an increase to the council needs to be proportional to the composition of the council at start up. If this motion is passed then the membership will not be proportional.
At this time the suggestion was to increase the membership by one (1) only to include the Indigenous representation but continue with the annual variance for the Exempt representation.

Amended motion:
"In accordance with section 15(2) of the College and Institute Act Education Council approves that the membership of the Selkirk College Education Council be expanded to twenty-one (21), to include one additional seat designated for an Indigenous representative. These seats are to be filled in accordance with 15(2) (c) whereby the seat will be filled in the election process conducted by the Registrar."

CARRIED

11 in favour
2 abstained
0 not in favour

4c   **Education Council Bylaws**

"Pursuant to CIA 24(1) and Education Council Bylaws Section K, Education Council approves its bylaws as presented."

Sections C, C1, and J were amended to only include and increase to the council by one (1). The language that described the annual variance was put back. The membership recommended to review the bylaws in 2 years not the suggested 3 years.

Amended motion:
"Pursuant to CIA 24(1) and Education Council Bylaws Section K, Education Council approves its bylaws with amendments to C, C1, an J of the bylaws."

CARRIED

4d   **Annual Membership Variance – Motion to Approve**

"In accordance with section 15(3) of the College and Institute Act and for the one-year period from June 1, 2022 to June 30, 2023 Education Council approves that the membership of the Selkirk College Education Council be expanded to twenty-two to include one additional seat designated for the Exempt staff group. This seat is to be filled in accordance with 15(3) (b) whereby the seat will be filled in the annual election process conducted by the Registrar."

CARRIED

Annual election of the Education Council Chair and Vice Chair

By acclimation Sarah Lechthaler will be appointed as Education Chair for the 2022-2023 term.

By acclimation Darcy Falkenhagen will be appointed as Education Council Vice Chair for the 2022-2023 term.

4e   **Updates and Discussions**

Information

Credentials and Credits Standards Policy

This section was taken out of Policy 8100. At this time the policy 8100 review group is looking for feedback on the new policy. An overview of the draft policy was provided. Some new credentials have been added to the policy. These new credentials may not be offered right away but are being worked on for future delivery. They are proposing to remove the Citation credential from the policy. The definitions of each credential were updated.

Credit definition section was added, to enable users of the policy to understand how credits are assigned to different types of delivery of courses, for example: lecture, lab, online, practicum. The definitions in this section are as per current practice. Does there need to be more clarity in the definitions for shop based, studio based, or lab? On-line with in-person delivery and on-line with no in-person delivery definitions are as per current or past practice. Seminar method is missing from the definition section.

Suggesting to add the exact number of credits each type of credential should have and then if a program needs to go over these set number of credits they need to seek a variance from EdCo to be able to do this.

Suggesting to reduce the number of credits required to get a post-graduate diploma – to help with student success.

A new table, showing how credits are calculated, has been added.

The new policy language states that the courses in the programs need to be at the 100-level for first year, 200-level for second year and so on. But there are a number of current programs that do not follow this. This addition is still being discussed and those programs that are in contradiction to this will be reviewed. What does 100-, 200-, 300- level actually mean? This is an ongoing discussion.

Goal is to bring a more completed document to EdCo in September. The plan is to finish this policy over the summer months, have all of the appropriate consultations, and create a memo describing what has changed and what was added or deleted.

5	**Past Action Items, Approval in Principle, and Items that need further consideration document**	**Information**

The document was reviewed.

6   **Standing Committee Reports**

    A   **Admissions and Standards (A&S)**

A1	Approved meeting minutes of 2022-05-10 and 2022-05-24 and draft minutes of 2022-06-07 were submitted for information and required motions.	**Information**
A2	*"Pursuant to the CIA Section 23(1)(b) and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the Office Administration and Technology Program Policy."*	**CARRIED**

           The admission requirements were updated to drop the Math requirement down to any Math at the grade 10 level.

A3	*"Pursuant to the CIA Section 23(1)(b) and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the Business Administration Program Policy with minor edits."*	**CARRIED**

           Coop language was added to the policy. It was defined as to what is needed to participate in a coop or take a coop and have it added as a designation on your credential. The coop courses are graded using a different grading table than the rest of the courses, the reference to the correct grading table was added. For some students they may choose to replace one of their second year required courses with a coop, this would increase the total program credits for them by 3.
This program is currently going through a review all programs in the school of business are seeking accreditation. There may be more changes coming once the review is completed.
Students will be required to acknowledge that by taking a coop and replacing one of the second-year courses may impact a block transfer. This language needs to be clearer.
Under the Eligibility section, change #4 to read as follows:
students agree to follow Coop education requirements, process, and timelines.
Take number 5 and 6 out of the eligibility section.

Action: review how high school requirements are noted in the admission requirements sections of all policies. Example: should all variations of course be noted – English Studies 12, English First Peoples 12, or equivalent.

| A4 | *"Pursuant to the CIA Section 23(1)(b) and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the Contemporary Music and Technology Program Policy."* | **CARRIED** |

Promotion from first year to major of choice section was clarified. Some minor grammatical and formatting changes were also made.

| A5 | Admissions and Standards Terms of Reference | **CARRIED** |

"As per Admissions and Standards Committee Terms of Reference, Education Council approves the Admissions and Standards Committee Terms of Reference."
Update the membership section to include both the Enrolment Services Coordinator and the Financial Aid Officer seats.

| A6 | Annual Report | **Information** |

Membership – reappoint members to another term.

B   Curriculum Committee (CC)

| B1 | Approved minutes of 2022-05-04 and draft minutes of 2022-06-07 were submitted for information and required motions. | **Information** |

| B2 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the COMM 220 course outline."* | **CARRIED** |

Learning outcomes were updated.

| B3 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the PSYC 230 and PSCY 231 course outlines."* | **CARRIED** |

The course titles were updated.

| B4 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the CWRT 100, CWRT 101, CWRT 200, and CWRT 201 course outlines."* | **CARRIED** |

Course titles, descriptions, and learning outcomes were updated.

| B5 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the BIOL 200 course outline."* | **CARRIED** |

This course has not been offered since 2011. The entire outline was updated and refreshed.

| B6 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the CPST 02 and CPST 40 course outlines."* | **CARRIED** |

The learning outcomes were updated.

| B7 | *"Pursuant to the CIA Section 24(2)(f), and the CIA Interpretation Tool for the Board, Education Council and President (March 2016, Updated June 2021), Education Council approves the updates to the ECCE 168 course outline."* | **CARRIED** |

Course title, descriptions, and learning outcomes were updated.

B8	Curriculum Committee Terms of Reference		**CARRIED**

"As per Curriculum Committee Terms of Reference, Education Council approves the Curriculum Committee Terms of Reference."

B9	Annual Report		**Information**

Membership – reappoint members to another term.

C   Policy Review Committee (PRC)

C1	Draft minutes of 2022-06-08 were submitted for information.		**Information**
C2	Policy Review Committee Terms of Reference		**CARRIED**

"As per the Policy Review Committee Terms of Reference, Education Council approves the Policy Review Committee Terms of Reference."

C3	Annual Report		**Information**

Membership – reappoint members to another term

D   Indigenization Committee

D1	Draft minutes of 2022-06-06 were submitted for information.		**Information**
D2	Indigenous Committee Terms of Reference		**CARRIED**

"As per the Standing Committee of EdCo on Indigenization Terms of Reference, Education Council approves the Standing Committee of EdCo on Indigenization Terms of Reference."

D3	Annual Report		**Information**

Membership – reappoint members to another term

7   Unfinished Business

Unfinished business was moved to agenda item 4 c

8   New Business

No new business for this meeting.

9   Reports

A	VP Education Report *(submitted)*		**Information**
B	Systems Review Task Force		**CARRIED**

Request to renew this task force for another year to complete the work that was started

Motion:
"To extend the Systems Review Task Force term for another year (September 2022 to June 2023)."

D	EdCo Chair Report *(submitted)*

10   Adjournment
Next meeting September 13 2022 at 4:00 p.m. in person, Castlegar Campus and on zoom.