



SUMMARY OF MOTIONS FOR
EDUCATION COUNCIL
September 2019 - August 2020

September 20, 2019	
EC.19-36	Adoption of the Agenda for September 20, 2019 Motion to approve the agenda with corrections. Carried Seth Downs, Marja Burrows
EC.19-37	Approval of the Minutes from June 21, 2019 Motion to approve the minutes as presented. Carried Sarah Grielens, John Dyck
EC.19.40	New Business
EC.19-40.1	BIOL 040 – Stella Webster Provincial learning outcomes and evaluation profile updated. Carried Motion to approve course updates as presented. John Dyck, Marja Burrows
EC.19-40.2	ACE Program Outline – Ken Shaw ACE 195 and 196 are replaced by ACE 197. Carried Motion to approve course replacement as presented. Marja Burrows, Reto Riesen
EC.19-40.4	BADM Discontinued Programs – Seth Downs Applied Business Technology (ABT), BADM upgrading bridge (BBADM), and Sustainable Tourism (STOUR) programs are discontinued. Carried Motion to accept the discontinuation of the ABT, BADMN upgrading bridge, and Sustainable Tourism programs. Seth Downs, Marja Burrows
EC.19-40.5	EdCo and BOG Student Elections – Stephen Salem Elections were extended until Sept 27 th for nominations. Carried Motion to change the Notice of Election to reflect EdCo Bylaws approved June 21 st . Dave McKeever, Gordon Weary
EC.19-40.6	Scheduling Policy EDU-005 – Stephen Salem Wordsmithing was done to 3.01 “important dates”; 3.03 “program” time frame; and 3.11 “Any class over 2 hours will require a break from instructional time” was added. Carried Motion to accept the edits made to Schedule Policy EDU-005. Seth Downs, Gordon Weary Stephen Salem arrives at 11:41 AM. Scheduling Procedures EDU-005P , item 3.04 was amended and 4.00 Adding Sections was reviewed. ACTION: 4.00 Adding Sections will be reviewed at the next Education Policy Committee meeting. Motion to approve Scheduling Procedures EDU-005P as amended.

Carried	Stephen Salem, Marja Burrows
EC.19-40.9	Construction Craft Worker Apprentice 1-2 – Sue-Ann Norton (Shauna Stach) New course expected to run on Nov 25, 2019. Motion to approve Construction Craft Worker Apprentice 1-2 course with the removal of Carried “(Recommended)” and “...or higher” from prerequisite admission requirements. Marja Burrows, Seth Downs

October 18, 2019	
EC.19-42	Adoption of the Agenda for October 18, 2019 Addition of Transfer Credit. Motion to approve the agenda with amendments. Carried Marja Burrows/ Lauren Fraychineaud
EC.19-43	Approval of the Minutes from September 20, 2019 Motion to approve the minutes as presented. Carried Sarah Grielens, John Dyck
EC.19-46.2	Construction Craft Worker No representative was present from the Trades department to speak to the item. Carrie Nolan volunteered to represent the proposed changes to admission requirements. The academic admissions requirements are being proposed as “recommended” and not required. They were approved at the last Education Council meeting as required. Concerns were raised regarding discrepancy in the grade scheme – indicated on the course summary form as a percentage grade scheme and on the course outline as a CR/NC. The wording was updated to read “Percentage Grade Scale – minimum grade 70 required to pass”. Shauna Stach was called during the meeting to provide clarification on the grading scheme. The Percentage grade scheme was accepted from the Trades department and Education Council. Carried Motion to approve the Construction Craft Worker Apprenticeship Level 1 with the amended grade scheme. Sarah Grielens/ Seth Downs Carried Motion to approve the Construction Craft Worker Apprenticeship Level 2 with the amended grade scheme. Seth Downs/ Carrie Nolan Carried Motion to approve the Construction Craft Worker Program with the amendment to recommend the academic admission requirements. Carrie Nolan/ Titilope Kunkel
EC.19-46.3	Transfer Credit Transferable courses from CMTN to UNBC have expired with UNBC’s new policy requiring that all courses be recent within 10 years. Courses are getting unspecified credit which does help students transferring from CMTN to UNBC who need to complete degree requirements. Few articulation representatives from UNBC have been present at articulation meetings. Titilope Kunkel, Dean of the University Credit program, is working toward a long term solution with UNBC and exploring indefinite articulation.

Business programs are also affected by the transfer credit policy change at UNBC. They are currently going through the process of Program Review and are making a plan to refresh course curriculum as required.

Clarification and education is required among faculty members who are using the words syllabus and course outline interchangeably. It is important that Transfer Credit processes use the official Education Council approved course outline, not the syllabus.

ACTION ITEM: Faculty to examine which course outlines need to be re-vamped and come through the approval process to refresh the curriculum.

ACTION ITEM: Get EdCo approve course outlines to Dean and Faculty. There was a suggestion to ensure that these items be available on the T-drive in a read only format to the entire College community.

ACTION ITEM: Carrie Nolan will ensure that the instructor orientation through Bright Space highlights the difference between Course outline and syllabus, as well as provide instructors with the official course outline of the course they've been hired to teach.

Carried Any course currently not receiving transfer credit to a major BC institution will be brought through the curriculum renewal process to Education Council.
Gord Weary/ Carrie Nolan

November 15, 2019

EC.19.48 Adoption of the Agenda for November 15th 2019

Carried Motion to accept the agenda with additions.
to ACPAC at the start of the meeting (before new business)

Laurie Waye, Carrie Nolan..

EC.19.49 Approval of the Minutes from October 18th 2019

Carried Motion to approve with the following amendments: -
Change Social Service Worker to Human Services Cluster.
Changes Developmental Education to Access Education.

Sarah Grielens, Marja Burrows

EC.19.52.3 Inactive Program Proposals – Emily Suderman (Stephen Salem)

It was noted that list of programs was incorrectly counted were not 70 but instead were 63. The motion was amended to reflect 63 programs. Discussion to discontinue 63 programs that are not offered for 5 or more years with cluster approvals.

A question was posed to the records department for more information on how long does it take to revive a suspended/discontinued program: time to revive discontinued programs is generally 12 - 18 months.

According to our program life cycle policy, programs can be discontinued after not being offered for 5 years or more. At the February 15, 2019 EdCo meeting, a list of 63 programs were submitted for review. The registrar's office proposes to discontinue these 63 programs.

Carried	<p><u>Sarah Grielens, Dave McKeever</u></p> <p>Action: Emily: Remove Essential Skills Mining from the list and send it to WTCS. (In red)</p>
EC. 19.53.2	<p>PSYC 201 – Yuriko Riesen</p> <p>Changes accepted according to the ACPAC suggestions. New changes accepted that no exams be worth more than 40%</p> <p>Motion to accept PSYC 201 curriculum with amendments.</p>
Carried	<p>Marja Burrows, Jonathon Stone.</p>
EC.19.53. 3	<p>PSYC 202 – Yuriko Riesen</p> <p>Changes accepted according to the ACPAC suggestions. New changes accepted that no exams be worth more than 40%</p> <p>Motion to accept PSYC 202 curriculum with amendments.</p>
Carried	<p>Marja Burrows, Jonathon Stone.</p>
December 13, 2019	
EC.19.55	<p>Adoption of the Agenda for December 13th 2019</p> <p>Motion to accept the agenda</p>
Carried	<p>Catharine White, Damanpreet Boparai</p>
EC.19.56	<p>Approval of the Minutes from November 15th 2019</p> <p>Motion to approve the minutes with amendments (typing error for a name)</p>
Carried	<p>Brad Leier and Jonathon Stone</p>
EC.19.60	<p>New Business</p>
EC. 19.60.2	<p><u>Math 11: Pre Requisites for UC programs</u></p> <p>Stays on the Agenda until further notice for discussion Action: Math 11 will be taken to the upcoming UC cluster meeting</p>
EC.19.60.3	<p><u>Important dates: Stephen Salem</u></p> <p>Concerns were raised regarding 2024 schedule as winter semester begins on January 2nd which is a Tuesday. Missing Monday lectures may affect total instructional activity hours. Questions were raised regarding if the missed instructional hours stand for an appeal for failing classes. The above questions were answered with the policy in mind that grounds of appeal does not include instructional activity hours. Action: COLT and Registrar’s Office Check with other schedules with other educational institutions.</p>
Carried	<p>Motion to move 2024 start date from January 2nd to January 8th and move winter semester end date.</p>

	<p>Catharine, Marja Burrows</p> <p>Motion to adopt the important dates as modified Marja Burrows and Catharine White</p>
EC.19.60.4	<p><u>HCAS: Lauren Fraychineaud</u> Amendments: Remove 'general' from the IELTS requirements for HCAS program requirement. Rephrase wording around 'Food safe' requirements to add please refer to Health Care Registry Website for the acceptable courses. Reminder: LPI is discontinuing check with registry for more details. Discussion regarding the management of new changes for the acceptance of the required documents be tracked ensued.</p> <p>Carried Motion to accept and approve HCAS program with changes Lauren Fraychineaud, Sarah Grielens</p>
EC.19.60.5	<p><u>GEOG 110: Mathew Beedle</u> Effective date on the course outlines suggest this course outline to be effective of fall 2018. Discussion: COLT and the faculty have worked together to ensure the learning outcomes for the students graduating from this program match to the learning outcomes presented to EDCO. Amendments to the presented course outline: Instructional Activity breakdown was amended to say 45 hours of lecture instead of 15 hour chunks explaining the breakdown.</p> <p>Carried Requirement material for this course was amended to include current edition. Motion to Accept GEOG 110 with amendments: Catherine White, Marja Burrows</p>
EC.19.60.6	<p><u>ULI: English Language Equivalence Stephen Salem</u> The College is partnering with ULI as a pathway for international students to meet the Speaking, Listening, Reading and Writing aspects of English. This would support the continued diversification of International students and allow an access pathway for Trades and Access to Practical Nursing, which also diversifies the programs accepting international students.</p> <p>Carried Motion to accept EAP as entry into CMTN programs at the noted levels: EAP 202 required for entry into Trades Programming (English 11 or less) EAP 301 required for entry into Eng 12 w/pass Students entering the Access to PN program would still require an IELTS score ta S (7), L (7.5), R (6.5), W (7.0) overall (7.0) Marja Burrows, Stephen Salem</p>
EC.19.60.7	<p><u>Credential Policy: Stephen Salem</u> Explanation of what how Credential Policy is and Diploma and Certificate programs can be introduced once the policy passes through EdCo as well as Board of Governors and the Dean.</p> <p>Action: COLT to let people/students know they can opt out of these diploma and certificate and will get lower credentials.</p> <p>Carried Motion to approve credential policy Stephen Salem, Sarah Grielens</p>

	<p><u>Grading and Progressive Policy</u> Explanation, and reading of policy to EdCo members.</p>
Carried	<p>Motion to approve to move this policy forward Stephen Salem and Jonathon Stone</p>
January 17 2020	
EC.19.62	<p>Adoption of the Agenda for January 17th, 2020</p>
Carried	<p>Motion to accept the agenda with additions to moving Grading policy and Procedure to Business Arising Lorrie Gowen, Reto Riesen</p>
EC.19.63	<p>Approval of the Minutes from December 13th 2019</p>
Carried	<p>Motion to approve the minutes with amendments, spelling errors corrected. Seth Downs, Carrie Nolan</p>
EC.19-65.1	<p><u>West Coast Culinary Diploma – Darlene Godfrey</u> A brief summary of program description was discussed, which included Exchange course, electives and plans of a Hotel Management diploma Program.</p> <p>Amendments Required:</p> <ul style="list-style-type: none"> • Course number/codes to be obtained from RO/Emily. • Formatting of course table to indicate electives and optional elective. • Editing course hours from 1590 to 1650. • Change spelling for Ooligan to oolichan in program outline and everywhere else.
Carried	<p>Motion to approve the West Coast Culinary Diploma Program with Amendments Required. Seth downs and Laurie Gowen</p> <p><u>West coast Culinary Diploma Program - International:</u> Reflecting on ACPAC comments</p> <ul style="list-style-type: none"> • Questions arose regarding how are the learning outcomes being measured when student is on exchange? • International hosts will ensure the learning outcomes are met. CMTN will send assessment detail to hosts which will be competency-based evaluation. • Selection of hosts will be a thorough process, which will include hosts, must have red seal and certifications in the same regards as well as be a qualified host. • Detailed discussions on Evaluation profile ensued: Students will have to demonstrate their skills and techniques learnt during the exchange as part of practical assessments. And professionalism will be monitored as a long-term evaluation by host and internal CMTN staff. <p>Amendments Required :</p> <ul style="list-style-type: none"> • Add effective date, credits from 300 hours from 320 hours.

- Get course codes from RO/Emily.
- Rephrase 'other' in Evaluation profile to clarify what other means.
- Change the name of the course to Culinary Exchange Diploma from Culinary International on all documents as well as in summary to reflect the name change and include domestic exchanges.
- Course prerequisites: Paraphrase Food Safe Level One, add visa/passport/travel documents requirements.
- Grading profile to say Minimum grade 70%.
- Change bccat.bc.ca link to bctransferguide.ca

Motion to approve this course with required amendments.

Stephen Salem and Sarah Grielens

Carried

Course: Foraging Harvesting and Processing

Amendments Required :

- Add effective date, new course, and credits.
- Get course codes from RO/Emily.
- Edit the evaluation profile to keep it consistent with other courses programs. Remove evaluation policy details from the profile.
- Rephrase course prerequisites.
- Add 70% minimum grade for grading profile.
- Update BC transfer guide website link.

Motion to approve this course with required amendments.

Stephen Salem and Shauna Stach

Carried

Oolighan Harvest and processing

Amendments Required :

- Change the spelling of oolighan changed to Oolichan.
- Get course codes from RO/Emily.
- Add effective date, and New Course to course outline.
- Edit the evaluation profile to keep it consistent with other course and programs. Remove evaluation policy details from the profile.
- Rephrase Course prerequisites.
- Add 70% minimum to the grading profile.
- Update BC transfer guide website link.

Motion to approve this course with required amendments.

Stephen Salem and Shauna Stach

Carried

Baking:

Amendments Required :

- Add effective date, New Course in course outline.

- Get course codes from RO/Emily.
- Edit the evaluation profile to keep it consistent with other course and programs. Remove evaluation policy details from the profile.
- Rephrase Course prerequisites.
- Add 70% minimum to the grading profile.
- Add author name for book requirements instead of edition
- Update BC transfer guide website link.

Motion to approve this course with required amendments.

Carried

Stephen Salem and Shauna Stach

Seafood

Amendments Required:

- Add effective date, New Course in course outline.
- Get course codes from RO/Emily.
- Edit the evaluation profile to keep it consistent with other course and programs. Remove evaluation policy details from the profile.
- Instructional Activity: Lecture hours changed from 65 to 20 lecture hours.
- Rephrase Course prerequisites and add harvesting license requirement.
- Add 70% minimum to the grading profile.
- Add author name for book requirements instead of edition
- Update BC transfer guide website link.

Motion to approve this course with required amendments.

Carried

Stephen Salem and Seth Downs.

Wild Game and Fowl

Amendments Required:

- Add effective date, New Course in course outline.
- Get course codes from RO/Emily.
- Update the evaluation profile; add the evaluation grid to keep it consistent with other course and programs. Remove evaluation policy details from the profile.
- Rephrase Course prerequisites.
- Add 70% minimum to the grading profile.
- Add author name for book requirements instead of edition
- Update BC transfer guide website link.

Motion Approved with required amendments.

Carried

Stephen Salem and Brad Leier

Work Experience

Discussion regarding guaranteed employment for students who take this course occurred.

Amendments Required:

- Add effective date, New Course in course outline.
- Get course codes from RO/Emily.
- Edit the evaluation profile to keep it consistent with other course and programs. Remove evaluation policy details from the profile.
- Instructional Activity: Lecture hours changed from 65 to 20 lecture hours.
- Add 70% minimum to the grading profile.
- Update BC transfer guide website link.

Motion to approve with required amendments.

Carried

Stephen Salem and Shauna Stach

Motion to approve the West Coast Culinary Diploma Program with required amendments.

Seth Downs and Laurie Gowen

Carried

EC.19-65.2

PSYC 208 - Yuriko Reisen

New course, Social Psychology, expected to be offered in Prince Rupert in May 2020

Carried

Motion to approve PSYC 208 as presented

Lorrie Gowen and Reto Riesen

EC.19-65.3

Aircraft maintenance Technician

Tabled to future meeting.

EC.19-65.4

Brick Layer Foundations- Darlene Godfrey

Brick layer Found, Cert of trades, Found

Brick Layer Foundation:

Amendments Required :

- Add credit hours
- Get course number/code from RO/ Emily.
- Recommended to align course description and outcomes from ITA and or add CMTN's outlines and outcomes to the given description.

Carried

Motion to approve with required amendments.

Lorrie Gowen and Seth Downs

Step Up for Success: (Course)

Conversation regarding extensive learning outcomes arose. Clarity on whether this is standalone course or not, operational questions on grading students and this course being a requirement for graduation were asked.

Amendments Required :

- Paraphrase learning outcomes.
- Identify grading profile, include 10% requirement, or credit no credit.

Carried

Motion to approve with required amendments.
Stephen Salem Sarah Grielens

Bricklayer Foundation: Certificate of Trades:

Amendments Required:

Bring back this program for ITA and FTE purposes for the next EdCo in February.

Carried

Motion to approve this program with required amendments.
Lorrie Gowen, Sarah Grielens

EC.19-65.5

Cosmetology (Hair and Esthetics) Diploma: Darlene Godfrey

Discussion and clarification on how to achieve Cosmetology Diploma: To get cosmetology diploma earn 2 certification of trades.

Amendments Required :

- Add SUFS in program outlined
- Update course hours

Carried

Motion to approve with the required amendments.
Stephen Salem, Lorrie Gowen.

Hairstylist Certificate of Trades

Already presented to EdCo in the past.

Carried

Motion to approve this course
Lorrie Gowen and Stephen Salem

Esthetics and Spa Therapy Certificate of Trade

Carried

Motion to approve this course.
Lorrie Gowen Reto Riesen

Carried	Motion to schedule next Friday in the afternoon 1-3 pm extraordinary meeting within the next 3 weeks Stephen Salem and Lorrie Gowen [Ultimately changed to Friday, January 31 st]
EC.19-65.8	<u>Parts Person Apprentice program and courses</u> This is an ITA approved course and has been created accordingly.
Carried	Motion three courses be approved Lorrie Gowen Shauna Stach
Carried	Motion to approve the program Lorrie Gowen, Stephen Salem
EC.19.66	Business Arising
EC.19.68.3	EPC – Stephen Salem: <u>Grading and Progression Policy & Grading and Progression Procedures</u> Read and reviewed documents with EdCo members.
Carried	Motion to be presented to Board Stephen Salem, Seth Downs
	<u>Student Award Policy</u> Read and reviewed documents with EdCo members.
Carried	Motion to recommend to go to the community for feedback for the period of one month. Lorrie Gowen, Sarah Grielens
	PAC policy
January 31 2020 Extra Ordinary meeting	
EC.19	Adoption of the Agenda Motion to accept the agenda with changes to the date and some typing error
Carried	Lorrie Gowen, Jon Stone
EC. 19.65	ACPAC – John Dyck
EC.19.65.3	<u>Aircraft maintenance Technician</u> AIRMT Courses and Program is derived from Northern Lights College. Instructor and course will be provided from NLC. Instructor will be licensed by Transport Canada. Students can finish their 3 rd and 4 th term at NLC and will receive AIRMT Diploma from NLC. FTE's are counted by CMTN. Changes Made:

- Added 'AIRMT' as suffix to all learning outcomes as each numbered course outline represent each courses's learning outline.
- Added wording "Terms 3 and 4 schedules are determined by Northern Lights College. Third and fourth term will be taken at NLC. Visit NLC for more information."

AIRMT courses:

All AIRMT courses were read through and no changes were required.

Motion to approve the AIRMT program including all the AIRMT courses as a group.
Stephen Salem, Lorrie Gowen

Carried

EC.19.65.6 **Nail Technician**

Nail Technician Course:

Actions: Emily to add course code and course number to the course and program outline.

Changes made:

- Minor phrasing for grading profile.

Nail Tech Certificate Program

Action: Add course number for Nail Technician.

Motion to adopt Nail Tech certificate and related course(Nail Technician Course)
Stephen Salem, Bradley Leier

Carried

EC.19.65.7 **P&WAP Certificate Course:**

Course code: PWHF

Course name code added.

Parts and Warehousing Foundations Certificate

Looks good. Added course code for PWHF

Carried

Motion to approve Parts and Warehousing Foundations
Stephen Salem and Sarah Grielens

STEPS course:

Colt has reviewed this course and helped create a concise and consistent course.

Changes Made:

- Course Code added.

Carried

Motion to approve to STEPS 100 course

	<p>Lorrie Gowen and Collin Elliot (Carrie Nolan)</p> <p><u>Parts and Warehousing Certificate of Trades</u> Discussion on grading students out was clarified and students will receive Certificate of Trades or Certificate of Parts and Warehouse Foundation Certificate.</p> <p>Carried Motion to approve Parts and Warehousing Certificate of Trades Lorrie Gowen, Marja Burrows</p>
EC.19.65.97	<p><u>Plumber:</u></p> <p><u>Harmonized Plumber Foundations Certificate course:</u> Action: Emily/Lorrie Course number/code required.</p> <p>Changes made:</p> <ul style="list-style-type: none"> • Added CMTN learning outcomes. • Clarified blended mark and moved from grading profile to evaluation profile. <p>Carried Motion to approve this course Lorrie Gowen, Stephen Salem</p> <p><u>Harmonized Plumber Foundations Program:</u> No changes required.</p> <p><u>Harmonized Certificate of Trades Program:</u> No changes required.</p> <p>Carried Motion to approve 2 programs and 1 course Lorrie Gowen, Stephen Salem</p>
EC.19.65.10	<p><u>People Obtaining Workplace Employment Requirements (Power)</u></p> <p><u>Explore Trades Sampler</u> Changes made:</p> <ul style="list-style-type: none"> • Formatting fixed <p><u>TRACC100</u> Changes made:</p> <ul style="list-style-type: none"> • Formatting fixed <p><u>POWER Certificate Program</u></p> <p>Carried Motion to approve 2 courses and 1 program Lorrie Gowen, Collin Elliot (Carrie Nolan)</p>
EC.19.65.11	<p><u>Essential Skills for Mining (ESMN)</u> Discontinue ESMN has not been offered in more than 5 years.</p> <p>Carried Motion to discontinue Essential Skills for Mining Marja Burrows, Lauren Fraychineaud</p>

February 21 2020	
EC.19.69	<p>Adoption of the Agenda for <u>Changes made:</u></p> <ul style="list-style-type: none"> • Move ENGR 121 and 122 to the top. • Change date to reflect current year. <p>Motion to accept the agenda with additions Marja Burrows and Reto Riesen</p> <p>Carried</p>
EC.19.70	<p>Approval of Minutes from January 17th, 2020 Approval of Minutes from January 31st, 2020</p> <p>Motion to approve the minutes as presented Marja Burrows and Reto Riesen</p> <p>Carried</p>
EC.19.71. Consent Agenda	
19.71.1	<p>Brick Layer Foundation course, Brick Layer Foundation program and Brick Layer Certificate of Trades <u>Changes Made:</u></p> <ul style="list-style-type: none"> • Title edited to 'Foundation' from foundations. • Fixed spelling errors <p>Motion to approve all three bricklayer items Adam Nash and Kelly Swain.</p> <p>Carried</p>
EC.19.74 New Business	
EC. 19.74.1	<p>Education Assistant courses <u>Changes Made:</u></p> <ul style="list-style-type: none"> • Instructional activity updated. <p>Motion to approve Education Assistant courses Lauren Fraychineaud and Seth Downs</p> <p>Carried</p> <p>Education Assistant Program <u>Changes Made:</u></p> <ul style="list-style-type: none"> • Paraphrasing language around immunization in Step 1 and Step 2 <p>Motion to accept the Education Assistant Program Laurie Waye and Jonathan Stone.</p> <p>Carried</p>
EC. 19.74.2	<p>Discontinuation of Special Education Program Amended motion to accept the discontinuation. Is discontinuation the right word? Sarah Grielens abstains due to operational process.</p> <p>Motion to discontinue sea with intention to replace.</p> <p>Carried</p>

	Reto Riesen and Laurie Waye
EC.19.74.3	Engineering (ENGR) 121 & ENGR 122 Brief summary for ENGR courses. <u>Changes made</u> <ul style="list-style-type: none"> • Instructional activity changing duration from percentages to hours. • Make lab and lecture hours to 30 hours each • Grading profile fixed to 95 on A.
Carried	Motion to approve ENGR 121 and ENGR 122 Sarah Grielens and Seth Downs
EC.19.74.4	MATH 0501 and MATH 0502 <u>Changes Made:</u> <ul style="list-style-type: none"> • Rephrase CMTN learning outcomes.
Carried	Motion to accept MATH 0501 and MATH 0502 courses. Seth Downs and Marja Burrows
EC.19.74.5	CELPIP to language Requirement Add CELPIP to the language requirements page English 12 pass: 7 in each of reading, writing, listening and speaking English 10: 6 in each of reading, writing, listening and speaking
Carried	Motion to approve CELPIP added to language requirement. Marja Burrows and Stephen Salem
EC.19.74.7	Internal Transfer CPSC 111-BCPT 150 <u>Changes made:</u> <ul style="list-style-type: none"> • Added effective date.
Carried	Motion establish internal transfer credit from CPSC 111 and BCPT 150 Seth Downs and Lauren Fraychineaud
EC.19.74.7	Information Session with Nicole Halbauer-UNDRIP & TRC A short presentation on the principles of UNDRIP. Discussion on how to include indigenous knowledge and perspective for curriculum building and indigenizing programs.
EC 19.74.8	ENGL 050 and 055 <u>Changes Made:</u> <ul style="list-style-type: none"> • Effective date added • Edited grading profile.
Carried	Motion to approve ENGL 050 and 055 Gord Urban and Adam Nash
	March 20 2020

EC.19.76	Adoption of the Agenda for March 20, 2020
Carried	Motion to accept the agenda with rearrangements of agenda items Seth Downs, Bradley Leier
EC.19.77	Approval of the Minutes from February 21, 2020
Carried	Motion to approve the minutes as corrected Stephen Salem and Sarah Grielens
EC.19.81	New Business
EC.19.81.1	Nursing Courses– Kathy Hailey
	Nursing course descriptions are being adjusted to match CNC's course-calendar description and ultimately the Canadian Association of Nursing Schools.
	<u>NURS 101</u>
	Discussion regarding having both, the calendar description and the course description on the website is feasible. It was indicated that both descriptions can be posted on the website in its own paragraph.
	In evaluation profile, questions regarding 'lab assessment' required the completed or the pass grading. It was agreed to keep the evaluation profile as presented.
	Changes Made:
	<ul style="list-style-type: none"> • Rephrase Assessment type Exams to exams (Finals) • Rephrase website description to calendar description to keep the consistency throughout all the nursing courses.
	Motion to approve NURS 101
Carried	Jonathan Stone, Bradley Leier
	<u>NURS 102</u>
	Learning outcomes match CNC's learning outcomes as well as coincide with CNC's course description.
	Motion to approve NURS 102
	Jonathan Stone, Titilope Kunkel
Carried	
	<u>NURS 201</u>
	Add punctuation in perquisites.
	Motion to approve NURS 201
	Jonathan Stone, Titilope Kunkel
Carried	
	<u>NURS 203</u>
	Motion to approve NURS 203
	Jonathan Stone, Bradley Leier
Carried	
	<u>NURS 205</u>

Motion to approve NURS 205
Sandy Kaardal and Stephen Salem

Carried

NURS 215

Conversation regarding failure to pass a component will result in a maximum grade of C- took place. It decided to approve this course as presented.

Motion to approve NURS 215
Stephen Salem and Reto Riesen

Carried

NURS 220

Conversation about Pass/fail vs CR/NR. It was agreed to accept this course as presented However; formally, it is graded as C/NC.

Motion to approve NURS 220
Bradley Leier and Reto Riesen

Carried:

EC.19.81.5

Oxford Tutorial College Certificate

Add Oxford Tutorial College Certificate to the language requirements page
English 12 pass - C1
English 10 - B2

Motion to accept the Oxford Tutorial Certificate is an alternative entry for English.

Carried

Stephen Salem and Seth Downs

EC.19.81.6

Linguaskill English

Motion to add Linguaskill to the English 12 alternatives with a score of 180+ to be valid for 3 years

And motion to add Linguaskill to the English 10 alternatives with a score of 160-180 to be valid 2 years

Carried

Stephen Salem and Seth Downs

Cambridge English

Motion to add Cambridge English at C1 (180+) to meet the Grade 12 requirement to be valid for 3 years

And Motion to add Cambridge English at B2 (160 -180) to meet the language requirements lower than Grade 12 to be valid 2 years

Carried

Stephen Salem and Sarah Grielens

April 17 2020

EC.19.83	Adoption of the Agenda for April 17, 2020
Carried	Motion to accept the agenda with additions of HCAS to consent Agenda Marja Burrows, Stephen Salem
EC.19.84	Approval of the Minutes from March 20, 2020
Carried	Motion to approve the minutes as presented Stephen Salem, Seth Downs
EC.19.85	Consent Agenda
EC.19.85.01	HCAS Motion to Change Previous: “Canadian English Language Proficiency Index Program (CELPPI): Academic or General: Aggregate score of 4l or better, with 4l or better in Speaking and Listening and 3H or better in Reading and Writing. General CELPIP 7 or better in Speaking and Listening and CELPIP 6 in Reading and Writing.” to “Canadian English Language Proficiency Index Program (CELPPI): General CELPIP 7 or better in Speaking and Listening and CELPIP 6 in Reading and Writing.” Stephen Salem and Lauren Fraychineaud
Carried	
EC.19.86	Business Arising
EC.19.86.03	ACPAC Lauren Fraychineaud will be stepping in as the chair of ACPAC in Jonathan Stone’s absence.
EC.19.87	New Business
EC.19.87.01	EdCo Chair and Vice Chair election EDCO chair election: Three calls for nomination were made. Dave McKeever nominated and reelected as the Chair of the Education Council for 2020-2021. EDCO Vice Cahir: Three calls for nomination were made. Reto Riesen nominated and elected as the Vice Chair of the Education Council for 2020-2021
EC.19.87.02	2020-2021 EdCo Meeting Schedule Presented for Approval Recommendation to move a future EDCO meeting if it coincides with Board Of Governors meeting will be considered. Motion to accept the presented meeting schedule
Carried	Reto Riesen, Marja Burrows.
EC.19.87.03	Motion to discuss and Review EdCo Bylaw Appendices and make changes as needed Dave McKeever Suggestion: Make task force to review the bylaws.

	Taskforce to include volunteers Marja Burrows, Dave McKeever, Stephen Salem, Carla Ollenberger
EC.19.87.04	<p>ENGL 022-026 Fundamental English updates. Provincial committee has suggested some changes to keep uniformity across the province.</p> <p>ENGL 022-026 Actions: Add Course name to the course number. Change literary to literacy in course description. BC transfer guide link to be updated.</p> <p>Carried Motion to approve all the ENGL 022-026 courses Gordon Urban, Reto Riesen.</p>
EC.19.87.05	<p>Duolingo Motion to accept Duolingo score of 95 to meet grade 12 English requirements, and Duolingo 75 to meet less than grade 12 requirements. Stephen Salem, Laurie Waye</p> <p>Carried</p>
EC.19.87.06	<p>Office Career Essential Program and Courses <u>OFCE 100</u> Conversation about transferability and prerequisites ensued. Changes made: Added transferability to the courses. Add 'Approval of the Program Coordinator (for students interested in taking select courses)' Motion to approve OFCE 100 course</p> <p>Carried Carrie Nolan, Marja Burrows</p> <p><u>OFCE 105</u> Motion to approve this course</p> <p>Carried Marja Burrows and Carrie Nolan.</p> <p><u>OFCE 110</u> Motion to approve Carrie Nolan, Marja Burrows.</p> <p><u>OFCE 115 and OFCE 120</u> Changes made: Course prerequisites, breakdowns of instructional Activity to 30 hours of lab + 30 hours of lecture. Motion to approve OFCE 115 and OFCE120</p> <p>Carried Carrie Nolan and Stephen Salem</p>

Carried	<u>OFCE 125</u> Changes made: Added instructional activity 15 lecture and 45 lab Motion to approve OFCE 125 Carrie Nolan and Marja Burrows.
Carried	<u>OFCE 130</u> Changes Made: Removed portfolio and increase project in instructional activity. Motion to approve OFCE 130 Carrie Nolan, Laurie Waye
Carried	<u>OFCE 135</u> Motion to approve OFCE 135 Carrie Nolan and Laurie Waye
Carried	<u>OFCE 140</u> Changes made: Added two learning outcomes. Motion to approve OFCE 140 Carrie Nolan and Laurie Waye.
Carried	<u>OFCE 145</u> Changes made: Increase the percentage of the projects in evaluations and remove exams Motion to approve OFCE 145 Carrie Nolan and Marja Burrows.
Carried	<u>OFCE 150</u> Motion to approve OFCE 150 Carrie Nolan and Laurie Waye
Carried	<u>OFCE Program</u> Motion approve the program Carrie Nolan and Stephen Salem
Carried	
EC.19.87.07	Engineering Program Changes made: Program name changed to add certificate. Motion to approve the engineering program.
Carried	Marja Burrows and Bradley Leier
EC.19.87.08	Physical Sciences Program
Carried	

	<p>Motion to change program Change from the current program – Engineering and Physical Sciences</p> <p>One-year certificate that offers the complete first year of a physics, chemistry, mathematics, computer science or geoscience degree. There are various pathways depending on the intended major.</p> <p>Marja Burrows, Gord Weary</p>
EC.19.87.09	<p>Evaluation of Learning (WALA 3230 and 3410)</p> <p>On WALA 3230 add PIDP partnership with VCC with associate with this course.</p> <p>WALA 3410 conversation on Distribution learning and instructional activity with Independent engagement hours.</p>
Carried	<p>Motion to approve WALA 3230 and WALA 3410</p> <p>Carrie Nolan, Laurie Waye</p>
EC.19.87.10	<p>Discussion: High school grades (Domestic and International)</p> <p>Discussed during business arising K-12.</p>
EC.19.87.11	<p>Universal Learning Institute: Pilot online course transfer</p> <p>Motion to approve Universal Learning Institute: Pilot online course transfer ULI EAP 202 or EAP 301 for a specific pilot period until December 31st 2020</p>
Carried	<p>Laurie Waye, Carrie Nolan</p> <p>Marja Abstained</p>
EC.19.87.12	<p>Discussion: Domestic enrollment assessment</p> <p>Not able to conduct assessment in student services; think creative ways to assess students.</p>
EC.19.87.13	<p>Using ‘P’ grade for transfer credit and meeting requirements for subsequent courses</p> <p>Motion to approve the use of P grades as being eligible for transfer where schools have changed their grading system to Pass/Fail and meeting the pre-requisite requirements for subsequent courses. (Where students have received this grade for the term Winter 2020)</p>
Carried	<p>Stephen Salem, Laurie Waye</p>
May 15 2020	
EC.19.88	<p>Adoption of the Agenda for May 15, 2020</p>
Carried	<p>Motion to accept the agenda with amendments.</p> <p>Stephen Salem, Seth Downs</p>
EC.19.89	<p>Approval of the Minutes from April 17, 2020</p>
Carried	<p>Motion to approve the minutes with addition of ex-officio member to the list of memberships</p> <p>Stephen Salem and Jessica Scafe</p>
EC.19.92	<p>Business Arising</p>
EC.19.92.0	<p>K-12 curriculum</p>
1	<p>No longer required as standing item on the agenda</p> <p>New curriculum has been rolled out and new grads will be coming through this September.</p>

Carried	Motion to remove this agenda item as a standing item Stephen Salem, Sarah Grielens.
EC.19.92.0 2 Carried	CMS updates Passed a major milestone with a successful sync test. Hoping to roll out CIM software by June 1 st .
EC.19.93	New Business
EC.19.93.0 1 Carried	Discuss and Review EdCo Bylaw Appendices - Dave McKeever Tabled
EC.19.93.0 2	Academic Integrity & Appeals policy and procedures- Stephen Salem Brief overview of the Appeals policy and procedure. Conversation On Prior Learning Assessment took place in regards to appealing PLA. Suggestion to get deans to review this part of the policy. Recommendation: To approve review PLA policy and appeals policy during the next EPC meeting.
Carried	Motion to approve the entire ACAD integrity policy and recommend to the board Stephen Salem, Titilope Kunkel
Carried	Motion to approve and accept the ACAD Procedures Stephen Salem, Marja Burrows
EC.19.93.0 3 Carried	ACCT 150 - Motion to approve changes to ACCT 150 Seth Downs, Titilope Kunkel
EC.19.93.0 4 Carried	ACCT 151 Motion to approve changes to ACCT 151 Seth Downs, Titilope Kunkel
EC.19.93.0 5 Carried	BCPT 150 Motion to approve changes BCPT 150 Seth Downs, Stephen Salem
EC.19.93.0 6 Carried	BENG 150 Motion to approve changes to BENG 150 Seth Downs, Gordon Urban
EC.19.93.0 7 Carried	BLAW 152 'Upon successful completion of this course, the student should be able to' line added to learning outcomes. Motion to approve changes to BLAW 152 Seth Downs, Marja Burrows

EC.19.93.0 8	ECON 150 Add University Credit program in prerequisites Motion to approve changes ECON 150
Carried	Seth Downs, Titilope Kunkel
EC.19.93.0 9	ECON 151 Add University Credit program in prerequisites Motion to approve ECON 150
Carried	Seth Downs and Christopher Blois
EC.19.93.1 0	MARK 150 Motion to Approve MARK 150
Carried	Seth Downs, Reto Riesen
EC.19.93.1 1	MATH 150 Motion to approve changes to MATH 150
Carried	Seth Downs, Marja Burrows
EC.19.93.1 2	MGMT 150 Motion to approve changes to MGMT 150
Carried	Seth Downs, Marja Burrows
EC.19.93.1 3	Business Administration: Post-Degree Diploma Program Motion to approve changes to Business Administration: Post-Degree Diploma Program
Carried	Seth Downs and Titilope Kunkel
EC.19.93.1 4	BADM Diploma Program Motion to approve changes to BADM Diploma Program
Carried	Seth Downs, Titilope Kunkel
EC.19.93.1 5	Contact North - Justin Kohlman & Bridie O'Brian Presentation by Bridie O'Brian. Conversation surrounding Contact North were discussed. Supply education to NW BC and aboriginal community first. Education supplied first by CMTN, then other public BC post-secondary institutions.
	June 19 2020
EC.19.95	Adoption of the Agenda for June 19th, 2020 Motion to accept the agenda with addition to add ENGL 050 and FNST 050
Carried	Yuriko Riesen, Sarah Grielens
EC.19.96	Approval of the Minutes from May 15th, 2020 Motion to approve the minutes as presented
Carried	Christopher Blois and Sarah Grielens

EC.19.99	New Business
EC.19-99.1	ENGL 050 Minor grammar changes to learning outcomes to the course outline. Start date changed to September, 2020.
Carried	Motion to accept course outline Gord Urban, Titilope Kunkel
EC.19-99.2	FNST 050 Addition of a sentence to the course description.
Carried	Motion to accept this course Titilope Kunkel, Collin Elliot
EC.19-99.3	Discuss and Review EdCo Bylaw Appendices – Dave McKeever
Carried	Motion to approve appendix B Sarah Grielens, Yuriko Riesen.
EC.19-99.4	CBSE & ICSE yr. 12 exams in India – Stephen Salem
Carried	Tabled
EC.19-99.5	BC highschool transcripts – Stephen Salem
Carried	Motion to approve the submitted higher education letter Sarah Grielens, Titilope Kunkel
EC.19-99.6	LanguageCert International English for Speakers of another Language (ESOL) – Stephen Salem – Dave McKeever (Stephen Salem) CMTN will be first one to accept this ESOL certificate. It is mainly used in Europe and will open doors to international students from Europe. The grading format looks similar to what CMTN accepts for IELTS.
Carried	Motion to accept this certificate Christopher Blois, Titilope Kunkel
EC.19-99.7	Parts and Warehousing foundations – Shauna Stach Submitted due to changes in program hours. Questions regarding hours removed: 120 work experience and 30 cert hours are being removed due to COVID and restrictions. The current/presented hours align with ITA recommendation for this program. Number of program weeks is not required for program overview page as the delivery model can change.
Carried	Motion to approve of the P&W foundation program with change of hours (remove 150 hours). Shauna Stach, Yuriko Riesen.
Carried	Motion to discontinuation Parts and Warehousing certificate of trades Shauna Stach, Reto Riesen
EC.19-99.8	MATH 251- Scott VanDyk (Seth Downs)

Carried	Minor changes that include learning outcomes added or reworded. Motion to accept and approve Math 251 Evan VanDyk and Lauren Fraychineaud
EC.19-99.9 Carried	ACCT 250 - Scott VanDyk (Seth Downs) Motion to approve 250 Evan VanDyk and Reto Riesen
EC.19-99.10 Carried	ACCT 251 - Scott VanDyk (Seth Downs) Motion to accept 251 Evan VanDyk and Reto Riesen
EC.19-99.11 Carried	ACCT 252 - Scott VanDyk (Seth Downs) Minor changes. Motion to accept and approve Scott VanDyk, Reto Riesen
EC.19-99.12 Carried	ACCT 253 - Scott VanDyk (Seth Downs) Motion to accept and approve Scott VanDyk, Reto Riesen
EC.19-99.13 Carried	BFIN 250 - Scott VanDyk (Seth Downs) Motion to accept and approve Evan VanDyk and Reto Riesen
EC.19-99.14 Carried	BFIN 251 - Scott VanDyk (Seth Downs) Motion to accept and approve Evan VanDyk and Reto Riesen
EC.19-99.15 Carried	ETHC 150 - Scott VanDyk (Seth Downs) Motion to accept and approve Evan VanDyk and Reto Riesen
EC.19-99.16 Carried	Interim Emergency Measures for HCA Program Entry ENGL acceptance testing requirements change reflected to the registry. Should go on program page “ Interim Emergency Measures for HCA Program Entry Effective to September 30, 2020 ” Motion to accept letter from the BC Care Aid & Community Health Worker Registry Lauren Fraychineaud Bradley Leier.