

The EDUCATION COUNCIL
 Meeting Minutes – April 14, 2020
 4:0 pm, Zoom meeting

P = Present - A= Absent

In Attendance:

P	T. Ballam	A	P. Pastor	P	K. Pham
P	D. Falkenhagen (1 st Chair)	P	J. Vanderhoek	P	R. Andrews
P	K. Gear	P	K. Martin	P	T. Snauwaert
P	C. Gotta	P	R. Fayant	P	D. Feldman
P	S. Lachthaler	P	J. O'Meara (2 nd Chair)	P	T. Whitehead
P	T. Clark			A	A. Graeme
P	T. Larsen	P	Y. Monroe	A	J. Kincaid
P	I. Parfitt (Chair)	A	B. Olsen	P	N. Makortoff (recorder)

Guests:

Call to order and welcome

Meeting was called to order at 4:01 pm.

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 2020-04-14

CARRIED

Approved as amended.

Item 6 D no motion needed.

3 Approval of Minutes from the:

CARRIED

Regular March 3, 2020 meeting

Special March 31, 2020 meeting

Electronic April 8, 2020 Amended motion meeting

Approved as presented.

4a Updates

Information

Selkirk College – Position on Education Programming during the COVID19 Pandemic

COVID 19 has changed all of our lives greatly. All institutions are trying to accommodate all students to be able to complete their Winter semesters. All are trying to adjust to working from home.

The Leadership Team is working with deans and chairs to adjust to this new method of course delivery. This includes how to deliver the rest of the Winter Term course, how to have a final exam/evaluation and how to adjust the assessments so that we could assess students in this online format. Meeting the quality and partner requirements. Constant contact with other institutions to see what they are doing. Educational principles – do your best to support the students.

Selkirk College – Winter 2020 Assessment Criteria Adjustments

Lots of institutions went with offering students a pass/fail mark to end their semester. Selkirk College did not want to go this route. We thought that this would be detrimental to the students especially in regards to transferring to other institutions. We are continuing with finishing the semester with a final assessment that will be graded out. Withdraw date has been extended to May 15, 2020 after all evaluations have been completed. If student do not like their final grade then they have the option to withdraw from the course. Wanting to not fail students if they are struggling but to put them on probation instead.

Challenges:

A number of spring/summer programming has had to be extended or postponed. Trades, KSA, SEG, HHS, and SHT still working on a plan on how to enable these students to complete their programs. When the plan is in place need to provide clear communications to students. Great accomplishment is that the Winter semester will be completed.

What does the future look like? Very concerned with the future. International students – can they come here. Domestic students' enrolment numbers are down. Worried that the students will not have enough funding with the loss of summer jobs.

We are looking at three potential scenarios:

1. Start the Fall semester as normal
2. Start distance learning for September and October
3. Fully distant until Winter 2021

Feel that the second one is the most likely to happen. Looking for all innovations from all programs. How do we do the lab based classes online? Need to be optimistic. Everyone worked extremely hard to create the online version of the Winter semester in a short week. We will not be using Respondus – some stress created in students around this program.

What happens if we start classes as normal and then the second wave of the virus hits us? Are we prepared for this scenario? Everyone is looking into this and following the news closely. There is immense pressure on those that are making decisions for all of the province. Some face-to-face instruction is going to be allowable come September just not sure what that will look like. Need to plan for all contingencies.

4b Membership Engagement

Information

Electronic meeting protocols.

Have already been talking about questions – we should put these into chats. What happens if the power goes out – how do we reconnect with all of the members? Bylaw task force met today. Would like to add some language into the bylaws around electronic meetings. How do you let anyone know that you have missed some of the conversation? Does anyone have any ideas? Maybe record the meetings – have started to record this meeting now.

Special meeting and special email vote – discussion.

Email vote went alright but there was no discussion around the agenda items before the voting took place.

It is great how we do academic governance at the college. Diverse voices at the table. We need to have discussions before we vote to be able to hear all opinions and thoughts.

Sometimes there will be a need to make quick decisions as things rapidly change. Have heard of a new language requirements platform – duolingo is being looked at.

Do we need to be recorded? What is the reason for this? We should not have the minutes available to the general public just to the council.

Email discussions not great – this was a special circumstances. Will try to have virtual meetings to have the discussions unless there is an emergency.

When the last bylaws were written there was no thought to use a virtual platform. We should now add these options to the bylaws.

- 5 Past Action Items, Approval in Principle, and Items that need further consideration document** Information
 Reviewed. No changes made.

6 Standing Committee Reports

A Admissions and Standards (A&S)

- 1 Draft minutes of 2020-04-07 were submitted for information and required motions Information

- 2 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Post Graduate Business Management Program Policy."(as noted below)* **CARRIED**

These changes address the plan to provide capacity to include elective courses into the program, rather than a completely prescribed program. Students will not be adversely affected with this change.

Could student take the BUS 300 similar course that is offered in Tenth Street as an option? We will look at this.

- 3 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Business Administration Program Policy."(as noted below)* **CARRIED**

These changes include reduction of total credits by removing non relevant courses. Credits will be inline with P8100. Some courses will be removed and replaced with new courses.

Recruitment movement – high-school students could potentially get credit for the intro accounting course if they have done well on this course in high school.

- 4 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Office Administration and Technology Program Policy."(as noted below)* **CARRIED**

Offering two specialties within the Office Administration & Technology certificate allows Selkirk to better meet the needs of prospective students. One specialty would see the current OTEC certificate unchanged: courses, credits, and timeline would remain the same. The second specialty would include 9 current OTEC certificate courses plus an additional 5 courses which focus on bookkeeping. Selection of the 9 core courses and 5 bookkeeping courses has been done with PAC guidance. Creating 2 specialties fulfills two needs identified in our pilot year: part-time enrollment with a completed credential in one academic year and a bookkeeping credential acquired on a part-time basis.

The current OTEC certificate is fully fundable and allows students to study full-time to complete a credential in 6 months to meet current office employment requirements. The second bookkeeping specialty would allow potential students to study part time to update their employability skills while balancing their current commitments and responsibilities. The bookkeeping specialty would utilize currently budgeted and scheduled courses to increase enrollment in existing courses.

Current students are unaffected and would still be able to complete the Bookkeeping Advanced Certificate should they wish to further their studies.

First year offering this program – pilot year. From feedback receive this program is being changed a bit.

CRT scores – should we add the scores into policy? What is the range? We will get this information later.

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| 5 | Equivalency Chart – with the new Secondary School changes reflected
Looks good. If there are any questions around what the high-school curriculum is they should be directed to AUD or to Counsellors. This document is meant more for first time students. | Information only |
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B Curriculum Committee (CC)

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| 1 | Draft minutes of 2020-03-27 were submitted for information and required motions | Information |
| 2 | <p><i>"In accordance with the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the changes to OTEC 100 Online Learner Success (.5) course outline."</i></p> <p>a. COS form, b. course outline</p> <p>This course is being changed to a blended delivery. This will enhance student engagement and understanding of the Moodle classroom and expectations. Changes were made upon recommendation from students and instructors.</p> | CARRIED |
| 3 | <p><i>"In accordance with the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the new ADMN 170 Introduction to Business (3) course outline."</i></p> <p>a. COS form, b. course outline</p> <p>This course was developed to better align the academic and career needs of the students.</p> | CARRIED |
| 4 | <p><i>"In accordance with the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the new courses for the Post Graduate Business Management Program." (listed below)</i></p> <p>a, b, BUS 300 An Introduction to Business Communication (3)
c, d, BUS 389 Retail Management (3)
e, f, BUS 370 Introduction to Business (3)
g, h, BUS 342 Accounting for Managers (3)</p> <p>More flexibility within this program. These courses are not transferable.</p> | CARRIED |
| 5 | <p><i>"In accordance with the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the new ECON 104 Economics for Small Business (3) course outline."</i></p> <p>a. COS form, b. course outline</p> <p>New course developed for the Post Graduate Business Management Program.</p> | CARRIED |
| 6 | <p><i>"In accordance with the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the new cross-listed INDG 202 Indigenous Voices (3) course outline."</i></p> <p>a. COS form, b. course outline</p> <p>Do cross-listed courses need to come to EdCo? At this time yes.</p> | CARRIED |

C Policy Review Committee (PRC)

- 1 No meetings held in March.

D Reconciliation, Indigenization, and Decolonization of Education Committee (RIDE)

- 1 No meetings held in March.

7 Unfinished Business

- A *No unfinished business to review at this meeting*

8 New Business

- A *No new business to review at this meeting.*

9 Reports

- A EdCo Chair Report (*submitted*) Information

- B Registrar's Report (*verbal report*) Information
Schedule is complete for Fall
Exam schedule complete and under control
Emergency funding was made available to students \$140,000, lots of applications, \$60,000 has already been disbursed.
Smart Catalog is moving along.

- C VP Education Report (*submitted report*) Information
Planning interviews for Dean position
Theresa Southam is the new Chair for Teaching and Learning.

- D Fulcrum Report Information
No meeting were held in March

10 Adjournment

Next meeting May 12, 2020 at 4:00 pm via Zoom meetings.