

**EDUCATION COUNCIL**  
**Minutes – December 8, 2020**  
 4:00 pm, Zoom meeting

**P = Present - A= Absent**

**In Attendance:**

P	T. Ballam	P	P. Pastor	P	V. Wadhwa
P	D. Falkenhagen (1 <sup>st</sup> Vice Chair)	P	J. Vanderhoek	P	R. Andrews
P	K. Gear	P	P. Caldwell	P	T. Punchard
P	C. Gotta	P	C. Ridge	P	T. Snauwaert
P	S. Lechthaler	P	J. Long	P	T. Whitehead
P	T. Clarke	P	V. Khurana	P	A. Graeme
P	T. Larsen (2 <sup>nd</sup> Vice Chair)	P	J. Nagpal	P	J. O'Meara
P	I. Parfitt (Chair)	P	S. Singh	P	N. Makortoff (recorder)

**Guests:**

**Call to order and welcome**

Meeting was called to order at 4:03 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 2020-10-13**

Approved as presented.

**CARRIED**

**3 Approval of Minutes of 2020-06-11**

Approved as presented.

**CARRIED**

**4a Updates**

Information

Invigilation Handbook – Proctorio  
 -toolkit for instructors

Some colleges are using exam software and some are not. We will be collecting feedback on how this software works. Some feedback already provided: this software is very difficult to install but once installed it works well. The instructors are very helpful. It could be very easy to cheat on this system if one is at all tech savvy.

Quality Assurance Framework

We always had this framework. Selkirk College will have its QAPA review in the summer of 2021. Level 2 program review is new for Selkirk. Feedback is still being collected on the processes. The process documents will be posted as drafts for now. Will be taking them to the college community soon.

Academic Freedom Policy – provided for review. This policy will be on the December 16, 2020 Policy Review Committee agenda.

<b>4b</b>	<b>Membership Engagement</b>	<b>CARRIED</b>
	<p>June EdCo AGM date – potentially have two meetings in June. Natasha will talk with Taya to review some potential meeting dates.</p> <p>Mentor Pairing – a list of mentor pairs was provided. Individual groups to set up meeting times.</p>	
<b>5</b>	<b>Past Action Items, Approval in Principle, and Items that need further consideration document</b>	Information
<b>6</b>	<b>Standing Committee Reports</b>	
	<b>A Admissions and Standards (A&amp;S)</b>	
1	<p>Approved minutes of 2020-10-13 and 2020-11-10 and draft minutes of 2020-11-24 were submitted for information and required motions</p>	Information
2	<p><i>Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Teaching English to Speakers of Other Languages (TESOL) Program Policy.”</i></p> <p>Separation of the admission requirements for the Advanced Diploma and the Advanced Certificate streams. Clarified the application process. Added some definitions of the different types of Practicums. Minor housekeeping edits throughout. Mostly with formatting.</p>	<b>CARRIED</b>
3	<p><i>Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Gerontology Program Policy.”</i></p> <p>Removed IPHE 504 and IPHE 505 from the graduation requirements. These courses were elective courses and were never offered.</p>	<b>CARRIED</b>
4	<p><i>“Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Gerontological Nursing Program – Post Graduate Diploma.”</i></p> <p>This program has gone through a program refresh. From this refresh the curriculum has been changed.</p> <p>All course have been renumbered. They are being submitted through the committees for review and approval. The program policy will be brought to a future EdCo meeting</p>	<b>CARRIED</b>
5	<p><i>“Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approve the changes to the Pharmacy Technician Program Policy.”</i></p> <p>Graduation requirements have been updated for this program. Course details for some courses have been updated. No other changes to the policy.</p>	<b>CARRIED</b>
6	<p><i>“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.”</i></p> <p>Replace COMM 220 with ADMN 272 Commercial Law as this is more appropriate for the BusAd - Accounting Diploma. This change is not anticipated to impact any students, therefore no transition plan needed. Maximum Probation semester cannot exceed 2. Clarify Probation wording.</p>	<b>CARRIED</b>

- 7 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Environment and Geomatics Program Policy."* **Deferred**

Minor housekeeping edits.

This policy has been deferred to a future meeting.

- 8 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Rural Pre-Medicine Program Policy."* **CARRIED**

The only change to the policy is to remove the CRT requirement from the Admission Requirements.

**B Curriculum Committee (CC)**

- 1 Approved minutes of 2020-10-23 and draft minutes of 2020-11-27 were submitted for information and required motions. **Information**

- 2 *"Pursuant to the CIA Section 24(2)(f), and Board delegation document of March 22, 2016, Education Council approves the changes to the GNUR courses."* **CARRIED**

GNUR 399 College Orientation  
GNUR 402 Introduction to Health Care Practice in Canada  
GNUR 403 Interpersonal Communication  
GNUR 500 Introduction to Gerontological Nursing

These courses have had major updates: course description changes, prerequisite updates, learning outcome updates, grading table corrections, and some other minor edits throughout.

This entire program has been reviewed and these course outline changes have come out of this review.

- 3 *"Pursuant to the CIA Section 24(2)(f), and Board delegation document of March 22, 2016, Education Council approves the changes to the Pharmacy Technician courses."* **CARRIED**

PTEC 220 Technology for Product Distribution  
PTEC 221 Prescription Dispensing Lab  
PTEC 223 Sterile Product Preparation  
PTEC 224 Not Sterile Compounding  
PTEC 230 Community Practicum  
PTEC 231 Institutional Practicum

There have been industry driven changes required for the Pharmacy Technician program. We are required to add 40 hours to the practicum courses. The decision for our program was to add 20 hours to both PTEC 230 and PTEC 231. PTEC 220 had minor changes. PTEC 221 and PTEC 223 had the hours and credits swapped. PTEC 224 had the number of weeks increased and hours per week decreased.

- 4 *"Pursuant to the CIA Section 24(2)(f), and Board delegation document of March 22, 2016, Education Council approves the changes to the Business Administration course outlines."* **CARRIED**

ADMN 272 Commercial Law  
ADMN 297 Entrepreneurship  
TWC 164 Business Communication I  
TWC 165 Business Communication II

ADMN 272 updated the prerequisite. ADMN 297 updated the name, the prerequisite, and added an extra hour to the course. TWC 164 and 165 had prerequisites updated, course description was updated, and the learning outcomes were rewritten.

- 5 *"Pursuant to the CIA Section 24(2)(f), and Board delegation document of March 22, 2016, Education Council approves the changes to the BUS 369 Information Systems course."* **CARRIED**

BUS 369 had the name changed and the prerequisites cleaned up.

- 6 *"Pursuant to the CIA Section 24(2)(f), and Board delegation document of March 22, 2016, Education Council approves the new MUSC 291 Private Studio course."* **CARRIED**

This is a new elective course in the Music and Technology program.

**C Policy Review Committee (PRC)**

- 1 Draft minutes of 2020-11-18 were submitted for information and required motions Information

**D Indigenization Committee**

- 1 No meeting was held in November. Information

**7 Unfinished Business**

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

**8 New Business**

**A New Program Proposals**

- 1 *"Pursuant to the CIA Section 23(1)(b), and Board delegation document of March 22, 2016, Education Council approves the Approval in Principle request for the new Open Studies Program."* **CARRIED**

This would be an open enrolment program. Questions to answer: How will the students choose their courses? What would the admission requirements be? Will they need to meet the course prerequisites? Approval in Principle was granted and these questions will be answered when this request comes back to EdCo for final approval.

- 2 *"Pursuant to the CIA Section 23(1)(b), and Board delegation document of March 22, 2016, Education Council approves the Approval in Principle request for the new Environment Technician Associate Certificate Program."* **CARRIED**

This program is partnering with First Nations.

**B Change Program Proposals** **CARRIED**

*"Pursuant to the CIA Section 23(1)(b), and Board delegation document of March 22, 2016, Education Council approves the Approval in Principle request for the changes to the Textile Certificate Program."*

This program is being shortened to an 8-month program and the credits are being reduced. New policies will be developed. The outcomes will be updated.

**C Program Cancellations**

KSA Level 3 Program Review Report

All current certificate programs will have new policies developed. The outcomes will be updated through the outcomes process. PAC will be involved in this.

These programs have been struggling for a long time.

Not yet sure what is happening with the current KSA building.

- 1 *"Pursuant to the CIA Section 19(1)(e), and Board delegation document of March 22, 2016, Education Council has reviewed that Policy has been followed and recommends that the Selkirk College Board of Governors cancel the Jewelry Certificate Program."* **CARRIED**

Policy was followed in determining if this program should be cancelled. There were consultations with the Leadership Team, School Chair, School Dean, Faculty, and then to EdCo. There were no consultations with Program Advisory Committees as one does not exist for this program. This will be corrected in the future with the other programs. Remedies and solutions have been tried for many years. There was a lot of thought put into the report and it was a difficult decision to cancel this program.

2 *"Pursuant to the CIA Section 19(1)(e), and Board delegation document of March 22, 2016, Education Council has reviewed that Policy has been followed and recommends that the Selkirk College Board of Governors cancel the Textiles Studio Arts, Sculptural Metal Studio Arts, Jewelry Studio Arts, and Ceramics Studio Arts Diploma Programs."* **CARRIED**

3 The Open Studio Advanced Certificate Program has been suspended since Fall 2019. We are going to extend this suspension through Fall 2022. **Information only**

## 9 Reports

A EdCo Chair Report (*verbal report*) Information  
The AGC is a good resource. Could ask them what other institutions are doing.

B VP Education Report (*submitted*) Information  
Keeping people safe is the first priority. We are following Ministry protocols to do this.

D Fulcrum Report (*verbal report*) Information  
No meeting.

## 10 Self-Assessments

A Self-assessments were not discussed at this meeting. Information

## 11 Adjournment

**Next meeting January 12, 2021 at 4:00 pm via Zoom meetings.**