

The EDUCATION COUNCIL
Meeting Minutes – December 10, 2019
 4:00 pm, Staff Lounge, Castlegar Campus

P = Present - A= Absent

In Attendance:

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

Guests:

Allison Alder

Martin Keyserlingk

Milane Kutcher

Call to order and welcome

Meeting was called to order at 4:10

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 2019-12-10** **CARRIED**
 Approved as presented.

- 3 Approval of Minutes of 2019-11-12** **CARRIED**
 Approved as presented.

- 4a Updates** Information

The council reviewed the need for Buddy groups. The membership indicated that they would like to see these groups formed. There was a document that was filled out by the membership indicating who wanted a buddy and who would want to be a buddy. This document will be located and shared with the membership at a future meeting.

Moodle forum for discussion was discussed. This would be a forum where members could go to talk about current agenda items. If we created a forum would we need to force all members to participate or would this be a voluntary discussion forum? It was decided that this would be voluntary. A trial forum will be created for the next meeting.

- 4b Membership Engagement** Information

Christmas crackers were given out to the membership.

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

Information

This document was reviewed. Need to check to see where the INDG 302 report is. Then close this action item.

6 Standing Committee Reports

A Admissions and Standards (A&S)

1 Approved minutes and draft minutes of 2019-11-12 and 2019-11-26 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 Culinary Management Program Policy."*(as noted below) **CARRIED**

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated
- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

3 *"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 Diploma in Culinary Management Program Policy."*(as noted below) **CARRIED**

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated
- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

4 *"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 Diploma in Hospitality Management Program Policy."*(as noted below)

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated
- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

5 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Professional Cook Training Program Policy."*(as noted below)

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated
- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

6 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Resort and Hotel Management Program Policy."*(as noted below)

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated

- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

7 *"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Ski Resort Operations and Management Program Policy."(as noted below)*

- program outcomes were updated through the Teaching and Learning Department
- Admission requirements were updated
- minor housekeeping edits throughout the policy to clean up redundant language and create consistency
- graduation requirements were reviewed for accuracy

Motion moved to amend all of the above motions

CARRIED

Amended motion:

CARRIED

"Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016, Education Council approves the changes to the Culinary Management, Post Graduate Diploma in Culinary Management, Post Graduate Diploma in Hospitality Management, Professional Cook Training, Resort and Hotel Management, and Ski Resort Operations and Management Program Policies."

B Curriculum Committee (CC)

1 Draft minutes of 2019-11-22 were submitted for information and required motions. Information

2 *"Pursuant to the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the changes to the new OTEC 190 Preceptorship course outline."* **CARRIED**

a. COS form, b. course outline

This is a new course in the Advanced Certificate in Bookkeeping Program.

3 *"Pursuant to the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the changes to the new Academic Upgrading and Development course outlines." (listed below)* **CARRIED**

- a, b, ESK 01 Fundamental English Level 1
- c, d, ESK 02 Fundamental English Level 2
- e, f, ESK 03 Fundamental English Level 3
- g, h, ESK 04 Fundamental English Level 4
- i, j, ESK 05 Fundamental English Level 5
- K, l, ESK 06 Fundamental English Level 6

These courses have been combined from the previous RSK and LSK courses. The RSK and LSK courses were divided into Reading Skill and Writing Skills courses. Now these skills will be covered through one course.

4 *"Pursuant to the CIA Section 24(2)(f), Curriculum Committee recommends that Education Council approve the changes to the hours in the French and Spanish courses."* **CARRIED**

The hours in these courses have been reduced from 75 hours to 60 hours. There will be no impact to students with the reduction in hours. There will be enough time to complete the curriculum within the new hours timeframe.

- C Policy Review Committee (PRC)**
- 1 No meeting was held in November. Next meeting is on December 11, 2019 Information
- D Reconciliation, Indigenization, and Decolonization of Education Committee (RIDE)**
- 1 No meeting was held in November. The next meeting is scheduled for December 10, 2019. The Terms of Reference will be brought to the next meeting after December. Information
- 7 Unfinished Business**
- A *No unfinished business to review at this meeting*
- 8 New Business**
- A Request to recommend to delete the Certificate in Workplace Readiness Program **CARRIED**
- “Education Council recommends that the Board of Governors approve the deletion of the Certificate in Workplace Readiness Program.”*
- Change motion in the future to include ‘*Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016,*’ in each motion.
- B Request to recommend to delete the Certificate in Workplace Communications Program **CARRIED**
- “Education Council recommends that the Board of Governors approve the deletion of the Certificate in Workplace Communications Program.”*
- Change motion in the future to include ‘*Pursuant to the CIA Section 23(1)(b) and Board delegation document of March 22, 2016,*’ in each motion.
- 9 Reports**
- A EdCo Chair Report (*submitted*) Information
- B VP Students & Advancement (*verbal report*) Information
- SmartCatalog update: things are progressing smoothly
Infosilem: Exam scheduler is being used now, Class scheduler in a year or so.
Unit 4: HR/Payroll rolling out this 2019 year, recruit portal successfully launched.
- C VP Education Report (*submitted*) Information
- D Education Quality Assurance Information
- There was a PowerPoint presentation to let the council know about the upcoming QAPA review.
EdCo’s role will be to provide some advice – approve needed policy changes identified through the QAPA review.
Action: Share the tools with all standing committees.
First program for the pilot is GCOOL.
- D Fulcrum Report Information
- No meeting in November.
- 10 Adjournment**
- Next meeting January 14, 2020 at 4:00 pm in the Staff Lounge on the Castlegar Campus.**