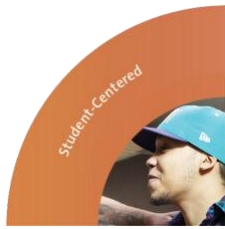


Leadership Team Report

February 2016



STUDENT CENTERED

Satisfied and Engaged Students

- Dean and Associate Deans were guest lecturers in a variety of classes including Communications, Health, and Social Work.

Design Policies & Practices that are Conducive to a Student-Centered Experience

- Enrolment Services developing a self-serve module for students which will enable students to have easier access to information: grades, financial statements, registration statements, etc.
- Emergency Notification System – Finalizing enrolment

Dedicated Employees that Enhance a Student-Centered Learning Environment

- Dean visited Office Admin students in Takla Landing, BC.
- On-going RARO position filled in Enrolment Services (Andrea Shintah-Sterling)
- Success Centre Coordinator Hired for Burnaby
- Education Council Elections completed to fill vacant support staff positions and 1 of 3 vacant faculty positions.
- Fit Nation – Staff members applied for a grant and have been facilitating a Run/Walk program in preparation for the Vancouver Sun Run.

Clear Academic and Career Pathways Tailored for Each Student

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Holistic Student Support Services

- Member of the Ministry working group to draft the “Guidelines and Principles for a Comprehensive Approach to Respond to Sexual Violence at BC Public Post-Secondary Institutions”
- Nurse Practitioner scheduled to take appointments on Merritt Campus Tuesday afternoons
- Consortium approach with other 11 UPASS schools to negotiate extended UPASS contract



ACADEMIC EXCELLENCE

Reputable as a School of Excellence

- Associate Dean facilitated meeting with the Justice Institute of British Columbia (JIBC) to increase the number of credits that NVIT LEPP students with appropriate prerequisite qualifications can ladder from NVIT into the JIBC Law Enforcement Studies Diploma from 15 credits to 30 credits of advanced standing.
- Working with Faculty to implement the 2nd year of the business program
- Accreditation in progress for: APN, ENRT, Social Work and CHAD.
- Cohort for BCSTATS for graduates of Diploma, Associate Degrees and Certificates Survey of Outcomes submitted.

Excellent Academic Standards

- Degree Program Review Criteria and guidelines (CHAD & Social Work)
- Attended Fluency Language Degree meeting in Vancouver.
- Established Program Advisory Committees (PAC) for ENRT, AECE, and Social Work.

Superior Quality of Instruction

- Hired local, William Ned, for the instructor position for the 5 week Enhanced Construction Craft Worker (ECCW) pilot program in Terrace.
- Welcomed three new highly recommended ENRT instructors including: Dr. Gretchen Fox, Tracy Thomas, and Nola Markey (PhD candidate).



COMMUNITY RELEVANCE

Certified Programs and Services that Meet the Needs of Aboriginal Communities

- Partnered with Halfway River First Nation through the Ministry of Aboriginal Relations and Reconciliation (MARR) to bring one Aboriginal Community and Health Development (ACHD) and four Employment Skills (EMSK) courses to the community.
- Coordinated efforts with the Industry Training Authority, Coast Educational Development and Research (CEDAR), and the ECCW instructor to prepare course materials for program delivery in Prince Rupert.

- Actively working with the Adams Lake Band to offer LEPP and AECE programs.
- Discussions are on-going to deliver LEPP in Nunavut.
- A 5 year review of the Community Based Assessment project highlights that of the 745 total participants, 42% applied or registered sometime, somewhere. Of this 42%, approximately 4% applied and registered in a non CE related program or delivery. The review has initiated planning for a CBA Phase 2. The initial project plan for Phase 2 includes:
 - Focusing on the non-conversion and why
 - Discovering the opportunities within the non-conversions...is there a large group from a certain community – if so, does this become a CE priority to meet demand....
 - Exploring those with conversion and further analysis of whether or not they graduated, overall success related to grades, etc.

Sustained Relationships/Partnerships Among NVIT, First Nations Communities, and Aboriginal Organizations – Provincially, Nationally & Internationally

- Attended Focus Group meetings at Conayt Friendship Centre regarding Aboriginal Skills and Employment Training Strategies.
- Continuing to work with Merritt Secondary School administration to promote NVIT trades foundation programs and offer opportunities to engage MSS students.
- Attended Merritt Literacy board meeting.
- Met with local lawyer, Cliff Thorstenson, with the Nicola Valley Community Justice Services Society, who is spearheading the development of a First Nations court in the Nicola Valley. Plans are in process to welcome Judge Crabtree in March to the Merritt campus. Judge Crabtree will meet with the Elders and the students and be featured in the Speaker Series.
- Continued reporting and conversations with the provincial government for community programs running in Terrace, Prince Rupert, Lillooet, Coldwater, Upper Nicola, Lower Nicola, Halfway River First Nation, Blueberry River First Nation, and Prophet River First Nation.
- Enrolment Services met with Enowkin to review the application and registration process and importance of complete learner documentation. Secondary training meeting was scheduled; however, later cancelled by Enowkin.
- Hosted Parent Night at the Merritt Campus for high school graduates and their parents. This evening included student panel and program representatives to highlight the opportunities and savings an NVIT educational experience offers. Follow up to this included hosting a Grad Parent Committee meeting on campus. This event also offered a session specific to the benefits of staying home to learn.

Established Relationships with Government, Industry, and Other Stakeholders

- Initiated conversations with the province regarding funding opportunities for a foundation welding program at NVIT.
- Presented to a group of 20+ First Nations managers, Chiefs, etc. on ICBOC
- IT met with Thant Nyo from Pathways to Technology to discuss Video Conferencing solutions, the synergies between our organizations, and how we might work together to build capacity in communities in the future.

Continued Advocacy for Literacy, Numeracy, and Skills Attainment in Communities

- Met with the principal of South Central Interior Distance Education School (SCIDES) to discuss funding opportunities with Community Adult Literacy Program (CALP) for adult literacy, numeracy and outreach.
- Hosted meetings with the education coordinators from the local First Nation bands to initiate the start-up of the 2015-2016 Q² program.
- Essential skill training with the Lillooet Tribal Council on-going.



ORGANIZATIONAL EFFECTIVENESS

Enhanced Organizational Culture that Supports Evidence-Based Planning and Decision Making

- Quarterly SEM meeting resulted in planning dates and methodology for upcoming Student Engagement Survey, review of FTE, quick facts and graduation rates. Next meeting will focus on SES debrief and benchmarking. Reminder will be sent institute-wide for membership.

Trusted Financial Processes that are Transparent, Efficient, and Financially Viable

- 16/17 Skills Gap Plan Submitted
- Safe Procedure – A new procedure for access to the NVIT safe and storage has been created and implemented.

Established and Positive Working Environment

- Attended the 2015 Staff Christmas Parties in Merritt and Vancouver
- Supporting and attending NVIT's weekly Fit Nation workout
- Chaired the first Deans and Department Heads meeting of 2016
- Integration Meeting provides platform for shared understanding of processes and procedures and priorities. This may contribute to a broader understanding of institutional priorities while establishing a sense of value and appreciation for the contributions of each division and their interconnectedness.
- December's monthly Enrolment Services Team meeting included guest speaker, Angela White, Coordinator of the Indian Residential School Survivors Society. Angela's primary topic related to "How to be Happy at Work".
- Flex Benefits – Human Resources is exploring a more flexible benefits program in the context of our existing administrative and financial capabilities. This will include an assessment of our current primary benefits provider and will occur over the coming year.
- Employee Handbook – Human Resources is reviewing and updating the content in the Handbook.
- Bullying and Harassment Training –In addition to a review of our Human Rights Policy (B.2.6), Human Resources encouraged all employees to complete on-line bullying and harassment

training. This is part of NVIT's health and safety obligations with respect to workplace bullying and harassment. In particular the Workers' Compensation Act requires that we "train all of our workers and supervisors on recognizing the potential for bullying and harassment, responding, and procedures for reporting such behavior". Employees who completed the on-line training were entered into a draw for a \$50.00 Starbucks or Tim Horton's gift card.

- Facilities has ordered new carpet for the main building.

Shared Policies and Practices that Promote Organizational Effectiveness and Student-Centered Learning

- Internal review of the Collective Agreement, DQAB, and Academic Policies.
- Faculty and staff performance evaluations remain a priority and will start in the next few weeks
- Student Forums on held on both campuses (Merritt - Nov 18th, Burnaby Nov 19th).
- Integration Meeting, in part addressed Student Forum concerns related to last minute scheduling changes and the issue of textbooks and supplies not being available until long after semester start-up. Outcome is a shared desire to proceed with annual course planning in the hopes that this provides increased satisfaction to students in the areas of course planning and faculty text book and supply ordering.
- To support the annual planning initiative of the Integration Committee, the Office of the Registrar has re-drafted the Institutional Scheduling Principles for submission to the Education Council as well as drafted both the 16/17 and 17/18 academic schedules.

Recognized Strategic Relationships with Provincial, National and International Partners who Actively Support NVIT

- IT attended a Privacy and Information Security Conference @ TRU as a networking and learning opportunity. Topics covered included: A review of major Privacy issues in 2015, From IT to Digital, Information Security as a Strategic Differentiator: Delivering Value in the Age of the Customer, Penetration Testing Requirements, Securing the Virtual Environment, Privacy/Information Security.