



## EDUCATION COUNCIL MINUTES

Wednesday, May 17<sup>th</sup>, 2017

BOARDROOMS 12:00 PM – 2:00 PM

### PRESENT:

Elaine Herbert  
Kylie Thomas  
Sandra Tiessen  
Nedra McKay  
Cely-Rae Street

Deb Canada  
Anna Brown  
Tom Willms  
Eric Ostrowidzki  
Stephanie Leveque

John Chenoweth  
Jaime Grismer  
Joanne Armstrong  
Ursula Katic

### ABSENT:

Mandy Jimmie  
Ken Tourand  
Angela Merasty

Aruna Gore  
Don Vincent  
Robin Brown

Denyse Oswald-Finch  
Linda Epps

### Guest:

Verna Billy-Minnabarriet

Recorder: Kelly Donaldson

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Elaine Herbert called the meeting to order at 12:17pm.

### 1. Review and/ or acceptance of the Agenda

Motion 1: To accept the Agenda as amended.

Moved by Anna Brown, 2<sup>nd</sup> by Jaime Grismer

CARRIED

Discussion: Verna Billy-Minnabarriet requested to add the NAID 05 course outline to the agenda. The course was revamped in 2016 and includes a more robust course description. Item was added as C.1. and Future Education Council meeting dates was bumped to C.2.

### 2. Review and/ or acceptance of the Minutes from March 29, 2017

Motion 2: Move to accept the Minutes from March 29, 2017.

Moved by John Chenoweth, 2<sup>nd</sup> by Deb Canada

CARRIED

**Part A Education Council Decision Items (Section 24 of Act)**

**A.1 Executive Assistant Diploma Course Outlines**

Motion 3: To accept the course outlines for the Executive Assistant Diploma Program as presented.

*APBT 210, Administrative Procedures II, 3 credits*  
*APBT 220, Executive Assistant Accounting I, 3 credits*  
*APBT 221, Executive Assistant Accounting II, 3 credits*  
*APBT 222, Business Math & Calculators II, 3 credits*  
*APBT 290, Simulation/ Integrated Project, 3 credits*  
*COMP 105, Database, 3 credits*  
*COMP 130, Desktop Publishing, 3 credits*

Moved by Kylie Thomas, 2<sup>nd</sup> by Joanne Armstrong

CARRIED

No discussion.

Motion 4: To recommend the Executive Assistant Diploma Program be forwarded to the Board of Governors.

Moved by Kylie Thomas, 2<sup>nd</sup> by Anna Brown

CARRIED

Discussion: Joanne Armstrong noted that “practicums” should be changed to “practica” on page 4.

**A.2 Office Administration Course Outlines**

Motion 5: To accept the revised course outlines for COMP 103, COMP 104 and APBT 130 as presented effective May 17, 2017.

*COMP 103, Keyboarding I, 2 credits, 30 hrs -> COMP 103, Keyboarding I, 3 credits, 45 hrs*  
*COMP 104, Spreadsheets, 2 credits, 30 hrs -> COMP 104, Spreadsheets, 3 credits, 45 hrs*  
*APBT 130, Human Relations, 2 credits, 30 hrs -> APBT 130, Human Relations, 2 credits, 45hrs*

Moved by John Chenoweth, 2<sup>nd</sup> by Nedra McKay

CARRIED

Discussion: John Chenoweth advised that as per Bev Currie-Mclean that 30 hours is insufficient time to cover the course material and that more time would allow for more student advancement.

**A.3 MATH 140: Technical Mathematics**

Motion 6: To accept the amended MATH 140 course outline as presented effective May 17, 2017.

Moved by Tom Willms, 2<sup>nd</sup> by Joanne Armstrong

CARRIED

Discussion: One learning outcome was added regarding basic statistics to be more explicit in expectations. MATH 140 is tailored to the ENRT program but other students could use to gain transferable skills.

**A. 4 PSYC 230: Removal from NVIT Course Offerings**

Motion 6: To remove PSYC 230 from NVIT course offerings.

TABLED

Discussion: At a SPAC meeting in 2014, it was determined that PSCY 230 is a duplicate course of PSYC 222; however, there was not enough information and research provided at the meeting for Education Council to make a formal motion.

**A. 5 Business Program MATH Pre-Requisite Changes**

Motion 7: To accept the changes to the MATH pre-requisites for courses in the Business Program as well as the entrance requirements to the Business Program as listed effective immediately.

- BUSM 200, Finite Mathematics, 3 credits*
- BUSM 211, Introduction to Statistics, 3 credits*
- BUSM 222, Organizational Behaviour, 3 credits*
- BUSM 250, Principles of Marketing, 3 credits*
- BUSM 251, Introduction to Economics, 3 credits*
- BUSM 294, Business Law, 3 credits*
- ACED 115, Introduction to Accounting for Continuing Education, 3 credits*
- ADMN 115, Accounting I, 3 credits*
- ADMN 121, Introduction to Management, 3 credits*
- STAT 203, Introduction to Statistics for the Social Sciences*

Moved by John Chenoweth, 2<sup>nd</sup> by Kylie Thomas

CARRIED

Discussion: Revising the MATH pre-requisites for the courses and the entrance requirements in the Business Program allows for more flexibility for students and improves the overall consistency. (Changes below)

**APPROVED BUSM MATH Prerequisite Changes (MAY 2017)**

| Course          | Current Prerequisite                                 | Recommended Change                 |
|-----------------|--|------------------------------------|
| <b>BUSM 200</b> | MATH 059 or Foundations Math 11                      | MATH 057 or Foundations of Math 11 |
| <b>BUSM 211</b> | BUSM 200 or MATH 110, BUSM 210, BUSM 207 or MATH 120 |                                    |
| <b>BUSM 222</b> | MATH 059 or Foundations Math 11                      | MATH 057 or Foundations of Math 11 |
| <b>BUSM 250</b> | MATH 059 or Foundations Math 11                      | MATH 057 or Foundations of Math 11 |
| <b>BUSM 251</b> | MATH 059 or Foundations Math 11                      | MATH 057 or Foundations of Math 11 |

|   |                                 |   |
|---|---------------------------------|---|
| <b>BUSM 294</b>   | MATH 059 or Foundations Math 11 | MATH 057 or Foundations of Math 11                          |
| <b>ACED 115</b>   | MATH 059 or Foundations Math 11 | MATH 057 or Foundations of Math 11                          |
| <b>ADMN 115</b>   | MATH 059 or Foundations Math 11 | MATH 057 or Foundations of Math 11                          |
| <b>ADMN 121</b>   | MATH 059 or Foundations Math 11 | MATH 057 or Foundations of Math 11                          |
| <b>ADMN 130</b>   | MATH 059 or Foundations Math 11 | MATH 057 or Foundations of Math 11                          |
| <b>STAT 203</b>   | MATH 059 or Pre-Calculus 11     | MATH 057 or Foundations of Math 11 or instructor permission |
| <b>Program Admission:</b><br>Current: C+ minimum in Math 11 Foundations or equivalent assessment<br>Recommend: MATH 057 or Foundations in Math 11 |                                 |   |

#### **A.6 STSC 101**

Motion 8: To remove the mandatory nature of STSC 101 course institute wide commencing Fall 2018.

Moved by Jaime Grismer, 2<sup>nd</sup> by Anna Brown

Opposed: John Chenoweth

Abstained: Ursula Katic, Eric Ostrowidzki, Stephanie Leveque

CARRIED

Discussion: An evaluation has not been done on the course but is planned for late Fall 2017. The purpose of the Motion is to allow programs to have more flexibility with delivery. Some Department Heads are in favour of keeping the course but would like to tailor it to meet the needs of their programs. There is also concern that some students are taking 6 courses per term because STSC 101 is mandatory for new students at NVIT. Kylie Thomas reminded Education Council that one of the reasons STSC 101 was created was to address NVIT's low retention rates. If the course was removed, new ideas and alternative solutions would be sought. Elaine Herbert is also concerned with STSC 101 not addressing writing skills and the teacher to student ratio. The Motion will allow for a timeline to be created in which changes can be made. A two-year plan would be ideal as it would allow for more time to transition and reduce the likelihood of re-printing NVIT materials.

#### **A.7 Bridging to Technology**

Motion 8: To recommend the Bridging to Technology Program to the Board of Governors.

Moved by John Chenoweth, 2<sup>nd</sup> by Joanne Armstrong

CARRIED

Discussion: A pilot program will be delivered in the late Fall. Course outlines for 6 courses will be presented at the next SPAC meeting. The acronyms in the program guide will be determined and/or confirmed by the Registrar.

***Part B Education Council & Board of Governors Advisory Items (Section 23 of the Act)***

**B. 1 SPAC Minutes dated April 26, 2017 were presented and acknowledged.**

***Part C Other***

**C. 1 NAID 05: Instructional Design and Evaluation**

Motion 9: To accept the changes to the NAID 05 course description as presented.

Moved by John Chenoweth, 2<sup>nd</sup> by Jaime Grismer

CARRIED

**C. 2 Future Education Council meeting dates:**

SPAC: August 30, 2017

EdCo: September 27, 2017

Meeting adjourned at 1:14pm