



# EDUCATION COUNCIL MINUTES

Wednesday, March 29<sup>th</sup>, 2017

BOARDROOMS 12:00 PM – 2:00 PM

**PRESENT:**

Aruna Gore  
Elaine Herbert  
Sandra Tjessen  
Ken Tourand  
Eric Ostrowidzki

Deb Canada  
Anna Brown  
Tom Willms  
Linda Epps

John Chenoweth  
Jaime Grismer  
Denyse Oswald-Finch  
Ursula Katic

**ABSENT:**

Mandy Jimmie  
Don Vincent  
Robin Brown

Joanne Armstrong  
Kylie Thomas  
Cely-Rae Street

Nedra McKay  
Angela Merasty  
Stephanie Leveque

**Guests:**

Bev Currie-Mclean

Matt Pasco

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

Motion Carried

Discussion: Matt Pasco requested to add *Changes to the Business Administration Certificate and Diploma programs*. Item was added under Part A as item A.1.

John Chenoweth requested to add *Bridging to Technology*. Item was added under Part C as item C. 1.

Elaine requested to add the *Student Appeal Process*. Item was added under Part C as item C. 2.

**2. Review and/ or acceptance of the Minutes from January 25, 2017**

Motion 2: Move to accept the Minutes from January 25, 2017

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

Motion Carried

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

**A.1 Changes to the Business Administration Certificate and Diploma programs**

Motion 3: To accept the changes to the Business Administration Certificate and Diploma programs as presented.

Moved by John Chenoweth, 2<sup>nd</sup> by Anna Brown

CARRIED

Discussion:

Matt Pasco presented the following table. The goal of the proposed change is to create flexibility in the program for students in both the certificate and diploma programs. Courses with pre-requisites will be scheduled in the programs accordingly. STSC 101 will remain as an elective and not as a required course.

Proposed Certificate	Proposed Diploma
UT Elective (suggested STSC 101)	STAT 203
ENGL 110	BUSM 210
CMSC 109	BUSM 211
ADMN 115	BUSM 260
BUSM 200	UT Elective
And 5 of the following 9 courses:	UT Elective
ADMN 121	And the remaining 4 of the 9 courses
ADMN 130	
BUSM 222	
BUSM 223	
BUSM 250	
BUSM 255	
BUSM 294	
ECON 101	
ECON 102	
<b>TOTAL CREDITS - 30</b>	<b>TOTAL CREDITS - 60</b>

**A.2 Secwepemctsin Structure and Analysis 1, SECW 270, 3 credits and Secwepemctsin Structure and Analysis II, SECW 271, 3 credits**

Motion 4: To accept the course outlines as presented.

Moved by John Chenoweth, 2<sup>nd</sup> by Anna Brown

CARRIED

No discussion.

**A.3 Canadian Native People, ANTH 214, 3 credits and  
Indians of British Columbia, ANTH 223, 3 credits**

Motion 5: To accept the recommended changes to ANTH 214 and ANTH 223.

Moved by Deborah Canada, 2<sup>nd</sup> by Ursula Katic

CARRIED

Discussion:

Course outline require the following name changes:

Canadian Native People, ANTH 214, 3 credits -> *Canadian Indigenous People*, ANTH 214, 3 credits and

Indians of British Columbia, ANTH 223, 3 credits -> *Indigenous People of British Columbia*, ANTH 223, 3 credits

Language to be changed throughout the course outlines to reflect the name change.

**A. 4 Executive Assistant Diploma Program Guide**

Discussion: Education Council recommends forwarding the Executive Assistant Program Guide to the Board of Governors to approve the creation of the program. Bev Currie-Mclean will attend April's SPAC meeting for further discussion and to present course outlines. The program guide will be updated as new information becomes available.

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

**B. 1 SPAC Minutes dated February 22, 2017 were presented and acknowledged.**

**B. 2 Schedule of Events 2017/2018**

Motion 6: To adopt the Schedule of Events for 2017/2018 which includes an extended February Reading Break.

Moved by Tom Willms, 2<sup>nd</sup> by Anna Brown

CARRIED

Discussion: Elaine Herbert relinquished the role of Chair to Ursula Katic so she could speak to this item.

Last year, Education Council approved a two-year calendar that included an alternative reading week schedule with two extended long-weekends: one in November and one in February. Feedback from students and faculty on the revised schedule is that the weeklong Reading Break in February is preferred.

Education Council reviewed the two draft schedules presented at the February 2016 EdCo meeting and preferred the DRAFT 2017/2018 Schedule of Events with *Sept 5 Start* noted with Reading Week scheduled from February 13 – February 16, 2018. **(ATTACHED)**

Ursula Katic gave back the role of chair to Elaine Herbert.

Ken Tourand commented that an additional change is the campus closure for National Aboriginal Day on June 21.

Ursula Katic noted that Indigenous Veterans Day, which is commemorated annually on November 8<sup>th</sup>, is also worth considering.

### **B. 3 Revised General Admission Policy (ATTACHED)**

Motion 7: To accept the amendment to the General Admissions Policy for underage students.

Moved by John Chenoweth, 2<sup>nd</sup> by Aruna Gore

Opposed: Anna Brown

Abstained: Denyse Oswald-Finch and Jaime Grismer

CARRIED

Discussion: John Chenoweth presented a revision to the current General Admission Policy, which includes language on admitting underage students. John explained that by admitting underage students (who are still considered children), NVIT assumes responsibility as well as liability for the students. The policy requires underage students to be tied to a school district and have permission from a parent or guardian before they can enrol in classes at NVIT. It is important to note that admission requirements to NVIT do not defeat NVIT program requirements.

### **Part C Other**

#### **C. 1 Bridging to Technology**

John Chenoweth advised that the First Nations Tech Council approached NVIT to talk about programing that would create career opportunities in technology for Aboriginal people. The program would operate similar to Bridging to Trades in that it would introduce students to a variety of areas in technology. NVIT will be working with the First Nations Tech Council over the next four years in hopes of delivering 25 intakes of the program throughout the province. Courses will be developed and presented at SPAC and EdCo when ready.

Anna Brown commented that because the courses are pre-college courses, students will not be eligible for funding for living allowance or band sponsorship. John noted that NVIT will be responsible for the delivery and the First Nations Tech Council will be looking into student supports.

#### **C. 2 School Appeal Process**

Elaine Herbert relinquished the role of Chair to Ursula Katic so she could speak to this item.

Elaine has participated on a couple of student appeal committees recently and is concerned about some gaps in NVIT's appeal policy.

Ken Tourand acknowledged Elaine's concerns and confirmed that NVIT has met with an external policy writer and that NVIT's Student Appeals Policy is a top priority.

Department Heads will be involved in the review and development of policies pertaining to academics.

Ursula Katic gave back the role of chair to Elaine Herbert.

**C. 3 Future Education Council meeting dates:**

SPAC: April 26, 2017

EdCo: TBD Doodle Poll to be distributed for May 24, 2017 or June 7, 2014

STSC 101 Update: Elaine Herbert relinquished the role of Chair to Ursula Katic so she could speak to this item. Elaine advised that she has been working with Lara and Tim to develop a survey for students on the STSC 101 course. The survey was forwarded to Institutional Research and Elaine will provide an update at the Department Heads meeting scheduled for March 31, 2017.

Elaine Herbert advised that NVIT's Social Work program received a four-year accreditation. As part of the accreditation, the department has 9 conditions to meet.

***Part D Revised Course Outlines from Previous Education Council meetings***

**D. 1 NONE**

Meeting adjourned at 1:55pm

# Scheduling Principles

Revised January 26, 2016

## Introduction

The Academic Schedule will normally be presented to Education Council by the Registrar and will be published in the calendar. Following are the principles used in developing the Academic Schedule.

## A. Term Dates

1. The **Fall Term** normally begins the day after the Labour Day statutory holiday in September and continues for fourteen (14) instructional weeks followed by a one week exam period.
2. The **Spring Term** normally begins the day after the New Year's Day statutory holiday in January and is comprised of fourteen (14) instructional weeks, a four day "Reading Break" following the BC Family Day holiday and a one (1) week exam period.
3. The **Summer Term** normally begins the first full week of May and continues for fourteen (14) instructional weeks followed by a one (1) week exam period.
4. Courses offered off-stream (e.g. later start, earlier finish, condensed offerings, or sections that span more than one term etc.) must be scheduled to include Education Council approved student contact hours.

## B. Add/Drop and Withdrawal Dates

1. The last day to add or drop classes (Add/Drop date) is calculated based upon 13% of the total duration of the course delivery.
2. Withdrawal/Change to Audit dates are established according to Board Policy (C.3.6 **Course Withdrawal**):  
*"... up to 66% of the duration of the course delivery. For courses delivered over more than a two-week period, this will be calculated up to the end of the week. Courses delivered in a module format (two weeks or less) will be calculated to the end of the 66% duration day."*
3. Withdrawal dates for "off-stream" (see 4 above) courses will be calculated by the Registrar, recorded in Colleague and published in section information.

## C. Examination Periods

1. Examination periods for each term will begin the day following the final day of classes for the term and will normally be seven (7) calendar days in duration.
2. In accordance with Board Policy (C:1.9 **Final Examinations**), the Examination Schedule will be finalized by the Registrar eight (8) weeks before the last day of classes.

## D. Statutory Holidays

1. Statutory holidays will follow provincial standards and will be considered in building Term schedules. Where statutory holidays will adversely affect scheduled class time, Departments will make alternate arrangements to ensure student contact hours are met.
2. In the event a statutory holiday falls on a Saturday or Sunday, campuses will be closed the following Monday.
3. No classes will be scheduled on June 21<sup>st</sup> in observation of National Aboriginal Day.

## E. Elections

1. The voting process for Education Council and Board of Governors will commence within 72 hours after the stable enrolment date.



## 2016/2017 Schedule of Events | Sept 6 Start

### Fall Term 2016

Sept 5	Labour Day-NVIT Closed
Sept 6	STSC 101/First day of classes
Sept 6	Tuition/Fee Deadline
Sept 6-12	75% tuition refund for courses dropped when course adds do not result in equivalent credits
Sept 12	Nominations open of Education Council, Board of Governors
Sept 13-19	50% tuition refund for courses dropped when course adds do not result in equivalent credits
Sept 19	Last day to add a class. Last day to drop a class without a notation on the academic record and to receive a partial tuition refund
Sept 21	Elections open for Education Council, Board of Governors
Sept 21	Awards Ceremony – Burnaby Campus
Sept 24	Awards Ceremony – Merritt Campus
Oct 7	DRAFT Fall 2016 Final Exam schedule posted
Oct 10	Thanksgiving Day – NVIT closed
Oct 21	Last day to notify Registrar's Office of conflicts in the final exam schedule
Oct 24	Official Fall 2016 Final Examination Schedule posted
Nov 11	Remembrance Day – NVIT closed
Nov 15	Last day to withdraw from an individual class or change from credit to audit status
Dec 12	Last day of Fall 2016 classes
Dec 13-19	Last day for full program withdrawal
Dec 20	Final Examinations
Dec 20	Final Grades for Fall 2016 courses available on NVITConnect
Dec 23	Last Day NVIT is open until the New Year

### Spring Term 2017

Jan 2	Statutory Holiday Observed– NVIT closed
Jan 3	Institute reopens
Jan 3	First Day of Classes
Jan 3	Tuition/Fee Deadline
Jan 3-9	75% tuition refund for courses dropped when course adds do not result in equivalent credits
Jan 10-16	50% tuition refund for courses dropped when course adds do not result in equivalent credits
Jan 16	Last day to add a class. Last day to drop a class without a notation on the academic record and to receive a partial tuition refund
Jan 23	DRAFT Spring 2017 Final Exam schedule posted
Feb 3	Last Day to notify Registrar's Office of conflicts in final exam schedule
Feb 7	Official Spring 2017 Final Examination Schedule posted
Feb 13	Family Day – NVIT Closed
Feb 14-17	Reading Break – no classes scheduled
March 8	Last day to withdraw from an individual class or change from credit to audit status
March 31	Deadline to apply for graduation
April 10	Last day of Spring 2017 classes
April 11-17	Last day for full program withdrawal
April 14	Final Examinations
April 17	Good Friday – NVIT Closed
April 17	Easter Monday – NVIT Closed
April 18	Last day for full program withdrawal
April 18	Final Grades for Spring 2017 courses available on NVITConnect

### Summer Term 2017

May 1	First Day of classes
May 11	Vancouver Campus Graduation*
May 18	Merritt Campus Graduation*
May 22	Victoria Day – NVIT Closed
June 21	National Aboriginal Day
July 1	Institute Open/No Classes Scheduled
July 3	Canada Day – NVIT Closed
July 3	Statutory Holiday Observed – NVIT Closed
Aug 4	Last Day of Summer 2017 classes
Aug 5-11	Final Examinations
Aug 12	Final grades for Summer 2017 courses on NVITConnect
Aug 22	Fall 2017 Faculty on-campus – Fall Preparation



## DRAFT 2017/2018 Schedule of Events | Sept 5 Start

Fall Term 2017		Spring Term 2018		Summer Term 2018	
Sept 4	Labour Day-NVIT Closed	Jan 1	Statutory Holiday – NVIT closed	May 7	First Day of classes
Sept 5	Institute reopens	Jan 2	Institute reopens	May 10	Vancouver Campus Graduation*
Sept 5	STSC 101/First day of classes	Jan 2	First Day of Classes	May 17	Merritt Campus Graduation*
Sept 5	Tuition/Fee Deadline	Jan 2	Tuition/Fee Deadline	May 21	Victoria Day – NVIT Closed
Sept 5-11	75% tuition refund for courses dropped when course adds do not result in equivalent credits	Jan 2-8	75% tuition refund for courses dropped when course adds do not result in equivalent credits	June 21	National Aboriginal Day
Sept 11	Nominations open for Education Council, Board of Governors	Jan 9-15	50% tuition refund for courses dropped when course adds do not result in equivalent credits	July 1	Institute Open/No Classes Scheduled
Sept 12-18	50% tuition refund for courses dropped when course adds do not result in equivalent credits	Jan 15	Last day to add a class. Last day to drop a class without a notation on the academic record and to receive a partial tuition refund	July 2	Canada Day – NVIT Closed
Sept 18	Last day to add a class. Last day to drop a class without a notation on the academic record and to receive a partial tuition refund	Feb 13	DRAFT Spring 2017 Final Exam schedule posted	Aug 10	Statutory Holiday Observed – NVIT Closed
Sept 20	Elections open for Education Council, Board of Governors	Feb 12	Family Day – NVIT Closed	Aug 11-17	Last Day of Summer 2017 classes
Sept 20	Awards Ceremony – Burnaby Campus	Feb 13-16	Reading Break – Classes Rescheduled	Aug 18	Final Examinations
Sept 23	Awards Ceremony – Merritt Campus	Feb 27	Last Day to notify Registrar's Office of conflicts in final exam schedule	Aug 21	Final grades for Summer 2017 courses available on NVITConnect
Oct 6	DRAFT Fall 2016 Final Exam schedule posted	Feb 28	Official Spring 2017 Final Examination Schedule posted		Fall 2017 Faculty on-campus – Fall Preparation
Oct 9	Thanksgiving Day – NVIT closed	March 12	Last day to withdraw from an individual class or change from credit to audit status		
Oct 20	Last day to notify Registrar's Office of conflicts in the final exam schedule	March 30	Good Friday – NVIT Closed		
Oct 23	Official Fall 2016 Final Examination Schedule posted	March 31	Deadline to apply for graduation		
Nov 11	Remembrance Day – NVIT Closed	April 2	Easter Monday – NVIT Closed		
Nov 13	Remembrance Day – Observed NVIT Closed	April 16	Last day of Spring 2017 classes		
Nov 14	Last day to withdraw from an individual class or change from credit to audit status	April 17-23	Last day for full program withdrawal		
Nov 14	Last day of Fall 2016 classes	April 24	Final Examinations		
Dec 11	Last day for full program withdrawal		Final Grades for Spring 2017 courses available on NVITConnect		
Dec 12-18	Final Examinations				
Dec 19	Final grades for Fall 2016 courses available on NVITConnect				
Dec 22	Last Day NVIT is open until the New Year				



# Admissions/Registration/Fees

## C.3.3 General Admission Requirements

Approved/revised: March 29, 2017

### POLICY

#### **General Admission Statement:**

Eligibility for admission is based on citizenship, age, English language and academic requirements. Specific program admission requirements or course prerequisites must be met in addition to any general admission requirements. In cases where applicants may not meet the specific admission requirements for a desired program or course, NVIT offers programming which may lead to the qualifications necessary for specific program entry.

#### ***General admission***

In all cases, specific program admission requirements or course prerequisites take precedence over general admission requirements and should be checked at the time of application. Although some programs and/or courses at NVIT do not require Grade 12 or equivalent, the following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- a) Students who have graduated from a BC secondary school;
- b) Students who have a BC Adult Graduation Diploma;
- c) Students who have completed the GED meet the general admission requirements for Grade 12 or equivalent, but are also required to complete an assessment and are subject to specific program and/or course requirements;
- d) Mature Students who have not graduated from a BC secondary school may be admitted to the College Readiness program, or desired program, upon completion of an assessment indicative of required English and Math requirements.

#### ***Citizenship and immigration requirements***

NVIT accepts applications for admission from prospective students only if they

- a) Are citizens of Canada; or
  - b) Hold status granted by Employment and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted; or
  - c) Hold a valid study permit issued by Immigration Canada, proof of which must be submitted.
- Students applying under this section are specifically referred to the sections of this calendar dealing with International Students and International Student Fees.

#### ***English Language Requirement***

To create the best possible learning environment at NVIT it is critical that all students be able to participate in classroom activities and complete written assignments. English is the language of instruction and communication at NVIT. Therefore, all applicants must demonstrate fluency in English by fulfilling one of the following options:

1. Two years of full-time study at grade 8 or higher level with English as the language of instruction. Studies that are part of an English as a Second Language program cannot be used toward fulfilling this option; or
2. Successful completion of BC English 11 (or equivalent acceptable to NVIT) with a minimum grade of C+; or

3. Successful completion of a university transferable post-secondary level English course with a minimum grade of C; or
4. A minimum score of 213 on the computer-based TOEFL (Test of English as a Foreign Language) test with a minimum essay score of 4.0; or
5. A minimum score of 550 on the paper-based TOEFL test and a minimum TWE (Test of Written English) score of 4.0; or
6. A minimum score of 4 on the LPI (Language Proficiency Index) within the past 2 years; or
7. A minimum score of 6.0 on each of the academic listening, reading, writing, and speaking modules of the IELTS (International English Language Testing System) exam.

### ***Mature Status***

For admission purposes, a mature student is one who is 19 years of age or older, and who has been out of school for at least one year. Adults are encouraged to apply to specific programs even if they are unable to meet specified educational requirements since other factors such as maturity and work experience may be considered in some programs. If students do not meet minimum educational requirements for a desired program, they may demonstrate these requirements through an assessment and/or upgrade by completing appropriate program admission requirements and course pre-requisites.

### ***Under Age Students***

Underage Students who are less than 19 years of age prior to the first day of classes may be granted special admission to a program upon the written recommendation of the appropriate Dean, or designate, of the specific program. The Nicola Valley Institute of Technology reserves the right to determine whether to permit an under-aged student to register. Students must have written consent of the parent or legal guardian. These students will fall under one of three categories:

1. Students generally have an outstanding academic record and will complete Grade 11 in the year that they are applying for admission. They also require the authorization of the appropriate secondary school principal and receive early entry admission status; or
2. Students have completed grade 12 in the year in which they are applying for admission; or
3. Students have enrolled in a program under an agreement with the local School District such as ACE-IT or a Dual Credit Agreement.