



## EDUCATION COUNCIL MEETING MINUTES

Wednesday, January 31, 2024  
BOARDROOMS 12:00 PM – 2:00 PM

### PRESENT:

Chloe Price (Chair)  
Aruna Gore  
Rita Cavaliere  
Ken Tourand  
James Beck  
Sue Sterling-Bur  
Amanda Street  
Ivy McRae  
Lesley Manuel  
Hilary Thomas

Nahani Willis  
Jaime Grismer  
Elaine Herbert  
Nikki Laidlaw  
Yvonne Mensies  
Brenda Ferguson  
Rae Porterfield  
Glenna Stewart  
Deserae Gogel

Jenny Stirling  
Naomi Bruce  
Megan Calder  
Jonathon Nolie  
Hannah Manuel  
Liliah Klein  
Jeremy Halldorson  
Eric(a) Ostrowidski  
John Chenoweth

Recorder: Wendy Traill

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Chair Chloe Price called the meeting to order at 12:05 pm.

### 1. Welcome

Molly Toodlican started with an opening prayer and drumming  
Circle Introductions

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

**Motion 1:** To accept the Agenda with the amendment to move B.5  
Education Council Bylaws: Sub-committee to A.5 as an Education Council  
Decision Item

Moved by Yvonne Mensies  
2<sup>nd</sup> by Jaime Grismer

CARRIED

### 3. Review and/ or acceptance of the Minutes from October 25, 2023

**Motion 2:** Move to accept the Minutes from October 25, 2023 with  
amendment to add Jenny Stirling to attendees

Moved by Jaime Grismer  
2<sup>nd</sup> by Rae Porterfield

CARRIED

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

### A.1 Construction Trades Sampler

**Motion 3:** To approve the Construction Trades Sampler Program Course Outlines (x4):

**CTRC 060:** Carpentry

**CTPB 060:** Plumbing

**CTEL 060:** Electrical

**CTES 060:** Workforce Essential Skills

Moved by Jenny Stirling

2<sup>nd</sup> by Ivy McRae

CARRIED

Discussion: Bringing forth all the Outlines from the Construction Trades Sampler program guide approved November 8, 2023 - now bringing course outlines. Elaine suggest changes to Program Guide change – noted that there is some wording Page 4 of program guide –currently reads “The Dean may admit applicants provided that the applicant can demonstrate the student has a good chance to succeed in the program.” Amended wording is “Applicants may be admitted by the Dean into the program provided that the learner has the prior learning skills to succeed in the program. Prior learning skills are assessed on a case-by-case basis by the Dean of Trades or instructor.”

**Motion 4:** To approve the Construction Trades Sampler program guide with amendments (new Entrance Requirements wording)

Moved by Yvonne Mensies

2<sup>nd</sup> by Elaine Herbert

CARRIED

### A.2 Foundations in Innovation and Technology – Program Guide

**Motion 5:** To approve the Foundations in Innovation and Technology Certificate Program Guide with amendments

Moved by Rae Porterfield

2<sup>nd</sup> by Amanda Street

CARRIED

Discussion: This is primarily for communities – entirely online – what is the cost? – we do this in a service agreement with the First Nations Technology Council (“FNTC”) – students approach the FNTC, NVIT is funding the program delivery – no cost to the student. January 8, 2024 first intake started – looking to run another program soon, possibly before the end of the fiscal year. The new program will not be running until about April. They have started now with the existing courses using the old course titles as the new course title.

Mature student definition: someone who has not graduated from high school, 19 years or older and has been out of school for more than a year

**A.3 Foundations in Innovation and Technology – FITC 110 - Course name change**

**Motion 6:** To approve FITC 110 course title change from Administrative Professional to Computer Basics and Professional Practice

Moved by Yvonne Mensies

2<sup>nd</sup> by Ivy McRae

CARRIED

Discussion: New title is more user friendly and easier to read.

**A.4 Foundations in Innovation and Technology – FITC 141**

**Motion 7:** To approve FITC 141 – Digital Transformation will replace and close the current FITC 140 – Software Testing course as the fourth course of the Foundations in Innovation and Technology Certificate.

Moved by Hannah Manuel

2<sup>nd</sup> by Jenny Stirling

CARRIED

Discussion: Replace the software testing course that they currently have – software testing course they are finding it isn't as useful anymore – replace with Digital Transformation Course

**A.5 Foundations in Innovation and Technology – FITC 141**

**Motion 8:** To end and close the current FITC 140 – Software Testing course as it is being replaced by FITC 141 – Digital Transformation effective January 31, 2024

Moved by Ivy McRae

2<sup>nd</sup> by Rae Porterfield

CARRIED

Discussion:

**A.6 Indigenous Support Worker Training Micro-Credential**

**Motion 9:** To approve the Indigenous Support Worker Training Micro-Credential

Moved by Lilliah Klein

2<sup>nd</sup> by Yvonne Mensies

CARRIED

Discussion: Can this be taken by a non-indigenous support worker? Yes – Is this something we are going to offer students within partnership with high-school students? Can they take this if they are still in high school? Not a bad idea. Have we considered framework outside of health? Possibilities are endless and open opportunities for folks in other programs. Possible start dates? - Hoping for March, 2024

**Motion 10:** To bring to the board the Indigenous Support Worker Training Micro-Credential

Moved by Yvonne Mensies

2<sup>nd</sup> by Jenny Stirling

CARRIED

**Motion 11:** To implement a new subcommittee that will work in conjunction with our Policy Committee and Curriculum Committee to advise Education Council matters of academic policy, protocols, process, and practice through an Indigenous lens

Moved by Amanda Street

2<sup>nd</sup> by Lilliah Klein

CARRIED

**Discussion:** – how we are indigenizing everything to do with NVIT – encourage all to use new strategic plan with our four values when we are planning – include those values when moving forward  
Membership of sub-committee – in assumption with committee, we are going to have to create membership, terms of reference, maybe a shift in the name – because it is a committee focused on our Indigenous ways of knowing and being – continue the conversation – membership will be interesting – recognize all areas of our communities – students etc...

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

**B.1** Policy Committee Update – Amanda Street or delegate

- Meeting Notes dated December 13, 2023
- Important Dates and Deadlines – Amanda Street and Jennifer Lisle

**Discussion:**

Last policy committee meeting was December 13, 2023. Slim agenda – only thing moved forward for discussion today was the important date and deadlines. Discussion around completing a policy development framework and from that discussion a small sub-committee – Sue, Elaine, Emilio and Amanda – addressing the outcomes of the QAPA review and taking into account what is in the Terms of Reference for the policy committee, which means being inclusive of strategic plan and TRC calls to action and UNDRIP and improving communication and flow within how we do policy work at NVIT – hoping that by completing an academic policy framework it will help inform other institutional framework – looking at particular things so that everyone can understand – adapting the language so it isn't so legalese

Took a look at the task list for policies that are in development – decided to not take on any extras at this time – looking at amending academic satisfactory policy – COST policy – recommended to look at PLAR and include directed study as well – Sexual violence and misconduct and college wide program review process as well – getting results from QAPA will help inform how we move forward

Next meeting is February 14 – looking for students to join this committee at the policy table – **send policy invite to Hannah and Lilliah and Jonathan (task completed February 7, 2024)**

Academic scheduling policy was passed summer 2023. It used to be called schedule of events -helps inform us at the start of the semester dates etc...Jen Lisle – changing the name from “Schedule of Events” to “Important Dates and Deadlines” – start dates, closed dates (advised by the ministry) - that is why some of them have when the institute reopens – there were some questions –4 Mondays in 2024 fall are stat holidays – when they come up with the scheduling for courses – Jen will connect with Department Chairs regarding Monday scheduling – especially ENRT – will check with Tom Willms regarding this – 2025/2026 schedule of events – campus reopens on January 2, usually classes begin one full week after that, so we always have a one week buffer time – now classes will start on January 12 – exam period will still end April 24 – still allows faculty and staff to have prep time

Question? The IEB – will there be one for the students who graduate early? - No, we take them on for special consideration  
New calendar will be sent after this meeting

## **B.2 Curriculum Committee Update**

- Meeting Notes dated November 8, 2023, and January 10, 2024

### **Discussion:**

November 8, 2023 meeting – Terms of Reference for Curriculum Committee was reviewed – after looking through the Terms of Reference, March 6 meeting, it will go back to Curriculum Committee and then back to EdCo end of March – holding on to that

Cover sheets – discussion item at last Curriculum Committee meeting – use cover sheets – any feedback is welcome as they will be making some changes to cover sheet

Ensuring we have all packages in a central location – working hard at getting this sorted for EdCo, Policy, and Curriculum Committees

We are asking that items be brought forth to committees at least 2 weeks prior to meeting – gives Emilio time to go through everything

Website really needs to be updated regarding EdCo – Emilio to work with Chloe – no updated minutes since 2020

Dianne is working with each department for new and updated information – creating a One Drive – if you would like to have tabs under EdCo – please let Sue know

Feedback for web page – Chloe will send out an email today regarding suggested changes additions for new EdCo webpage

## **B.3 Quality Assurance Process Audit (“QAPA”) Update – Dr. John Chenoweth**

John – QAPA site visit happened January 16/17, 2024. In that site visit QAPA which is a provincial mechanism designed to have a good review to ensure that we have quality in our programs. We are 23 out of 31 to go through it, it is an 8-year cycle which reviews processes on development. QAPA reviewed Language, IECE and HCA programs

We submitted five programs and they chose three

They will likely have a report to us as early as Friday, February 2, 2024. NVIT will then have until May 2024 to respond to the report, which will have affirmations and recommendations

We have some gaps that we know are there – EdCo. development and sub-committees are going to sew up a lot of things going forward – likely recommend – around policy work – over the next few years (3-5) policies that they think NVIT could benefit from implementing

We incorporated our Indigenous story work – Coyote stories – Peered at One – River Story – guide us – no policies on the coast for having a potlatch – operate within a governmental system that has policies, rules and expectations, and responsibilities of who we are as an organization

Really good look internally at who we are – process doesn't reflect what NVIT is  
EdCo will be kept in the loop as to the QAPA process

Probably by June, we will have something to post on the Degree Quality Assessment Board ("DQAB") website as well as NVIT's website

#### **B.4 Review Degree Granting Status – Dr. John Chenoweth and Dr. Eric(a) Ostrowidski**

What would it take to offer a degree?

What would a school do to offer a degree?

Report talks about the process of submission about a 12–15-month process

2 steps:

Stage 1: Initial Assessment – give you a pamphlet and you need to complete all the categories of information. Fairly comprehensive – provides a solid foundation for the overall degree proposal – series of 10 categories of information – there are three sets of guides – standards, criteria and guidelines for answering questions in each separate category – precise information that you need to answer to get ministry's approval  
Suggestions on how and where to look for the information and how/where to submit

Stage 2: Assessment by DQAB

#### **The Standards, Criteria, and Guidelines of the Full Degree Program Proposal**

The ten major subject areas of the full program proposal are:

1. Executive Summary
2. Degree Level Standard

3. Credential Recognition and Nomenclature
4. Curriculum/Program Content
5. Learning Methodologies/Program Delivery
6. Admission and Transfer/Residency
7. Faculty
8. Program Resources
9. Program Consultation
10. Program Review and Assessment

Stage 1 – are enrolments going to be robust?

Collaboration is another big part of the report – a way of ensuring we are responsive to our communities  
Eric(a) and John will share report at next curriculum meeting – welcome to comments – send to Eric(a)

#### **B.5 EdCo Bylaws Sub-Committee – Chloe Price**

Chloe – QAPA conversations – we have noticed lots of conversations around how we Indigenize things – look at policies and frameworks as to how we can potentially shift this – how do we make this space feel more like us – always look for shifts, change, transformation -welcoming to all to be a part of this conversation – community members, faculty

### **Part C Other**

#### **C.1 Future Education Council Meeting Dates**

Education Council Bylaws Sub-Committee: February 7, 2024

Policy Committee: February 14, 2024

Curriculum Committee: March 6, 2024

Education Council: March 27, 2024

#### **C.2 Adjournment**

**Motion 12:** To adjourn by Chloe Price

1:35 close

CARRIED