



*Honouring that the work we do is on the traditional territories of the Ktunaxa and Kinbasket Peoples.*

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**In attendance:** Erin Aasland Hall, Katie Andruschuk, Kevin Boehmer, Joy Brown, Katie Burles, Jason Colombo, Sharon Demaine (Chair), Nathan Dueck, Gursharan Singh, Heather Hepworth, Ben Hyde, Robin Hicks, Sandi Hill, Jennifer Inglis, John McDonough, Lois Murray, Michelle Richmond, Bradley Schmidt, Doris Silva, Paul Vogt

**Regrets:** Darrell Bethune

Notice to record the meeting. Anyone who is opposed do not speak and please use the chat option to indicate you are opposed.

Acknowledgement of Territory given by Sharon Demaine

**Housekeeping due to meeting being on online and not in-person**

- o Members encouraged to use the chat option so that questions, comments, and votes can be properly tracked.
- o For speaker order please use the hands up and the Chair will follow that.
- o For motions, the mover and the seconder can respond to the Chair's motion email to indicate the motion and the action taken. Once meeting is complete, motions will be recorded on the motion sheets and sent out for confirmation to the mover and seconder.
- o For voting, the Chair will ask for those in opposition as this will be easier to track. Please vote opposing in the chat option. If not opposed or abstaining, it will be assumed your vote is in favour of the motion.
- o When speaking, please state your name so everyone can know who is talking. And when not speaking, please turn off your mic.
- o TEAMS now has an attendance record and we will be downloading that around 3:00 so that attendance can be recorded.

**1. Agenda**

**MOTION to approve the agenda as presented.** Bradley Schmidt motioned; John McDonough seconded. Carried.

## 2. Confirmation of Minutes from June 24, 2020

John McDonough mentioned there is a missing verb on page 4, bullet 3.

Robin has added that it should read "Robin will **add** the Student Association to the phase list..."

**MOTION to accept the June 24, 2020 minutes as amended.** John McDonough motioned; Doris Silva seconded. Carried.

## 3. Matters Arising from the Minutes - none

## 4. New Business

4.1. CSC Recommendations and Report (attached) – for approval – Darrell Bethune

- Concern brought forward in removing two courses from Environmental Studies Certificate (PSYC 270 and GEOG 212) and only adding one course back in (GEOG 211). PSYC 270 has been removed from the offering as there is not space for the prerequisite of PSYC 101 in this one year program.
- The question of why GEOG 211 and 212 are being offered concurrently was asked. GEOG 211 is a prerequisite for the GIS course and students in the Environmental Studies Program were not able to complete their program in one year if they wanted to take GEOG 101 and GEOG 211. Allowing students to take those courses concurrently allows them to complete the program in one year. This modification is helpful for students.

**MOTION: to accept CSC minor changes as presented per attachment.** John McDonough motioned; Katie Andruschuk seconded. Carried.

**MOTION: to accept CSC major changes as presented per attachment.** John McDonough motioned; Erin Aasland Hall seconded. Carried.

4.2. Post-Degree Diploma in Sustainable Business – need for ENGL 100 (attached) – John McDonough

- Program Prerequisites and Transfer Credit: Prerequisites: 3. is an area of confusion for students on prerequisites. It states ENGL 100 is a program requirement but ENGL 100 falls under the elective category. Students have been caught out thinking they can take it as an elective. If they haven't taken it in their first year, they are not able to take level 2 or 3 management courses. There is a need for cleaning up the communication to be more student centered and clear. This is being brought to the CSC but any suggestions on how to address this more quickly. Jason agreed this is a CSC agenda item for review and should be brought forward to that committee. First step is to approach Dean Program Coordinator and Department Head for a review of the outline.

**Action Item:** Sharon will have a discussion with Robin to bring the Post-Degree Diploma in Sustainable Business need for ENGL 100 clarification forward as a first step to the Deans.

#### 4.3. Student Supports – John McDonough

- Under the advisory role of 23.1.F and 23.1.G  
Tutoring and Peer Support tab on the website is now linking all services in one place. Peer Assisted Learning, English and Math Tutoring, Writing Support, Peer Mentorship. A big thank you from John and Jennifer and from all those working with students. This is a big help. Robin also acknowledged the team effort and the efforts to bring the best of solutions for student access together in one place. Thank you to John for the advocacy from students and the valuable insight as Ed Advisors on the front line. The team will continue to work toward improvements and the best for students. Jennifer thanked John for being so student focused.

### 5. Information

#### 5.1. EdCo Elections Notice for October meeting – Sharon Demaine

- Official notice for positions of Chair and Vice Chair. John will not be running for Vice Chair. Forms to nominate for positions are now on Sharepoint. There are 5 vacancies on the Board going up for election. Thank you to those not returning Katie Andruschuk, Reg Goldsbury, Ben Heyde, Kouki Matsuura, John McDonough and Gursharan Singh. We appreciate your efforts.

#### 5.2. CPC approved Policy 4.8.9. Alcohol, Tobacco and Cannabis Use (on SharePoint & website)

- Now on SharePoint and on the website for the public to see.

#### 5.3. Board of Governors approved Policy 2.1.2. English Language Proficiency (on SharePoint & website)

- Now on SharePoint and on the website for the public to see.

### 6. Reports

#### 6.1. Chair's Report – Sharon Demaine

- Sharon attended the Board meeting and reported that Randall McNair is the Chair and there is a new Vice Chair, Rod Giles. The Board will form their committees over the next couple of weeks. The board approved the 2% domestic tuition Ministry approved increase. Reg Goldsbury opposed the motion and advocated and spoke well on behalf of students.
- Sharon sat on the Curriculum Management Software Team that was reviewing the candidate submissions. The final approval is coming soon. This is very exciting as it will demonstrate visible workflow and where EdCo sits and what our role is, for advice or for approval.

- Attended PQAC and can report there is good progress on policies and policy appendices for our program quality review process. OFAD has gone through the review and the report is almost ready. Business and Health Care Assistant is close to being complete at this time as well.
- Thank you to all who sent in your pictures and biographies this summer. They have been sent to Carla so EDCO can be updated on the website. The website will be updated again once elections are completed.

## 6.2. VP Academic Report – Robin Hicks

- Robin acknowledged and expressed her very most sincere appreciation to all, students included, that each is doing to cope with the very different circumstances this fall and under the start up of the academic year. We know it is an adjustment for absolutely everyone and not only where we are doing our studies and our work, but how we are doing it. It is taking a tremendous team effort to pull this off and we know that it is not easy, and it is not necessarily where everyone prefers to be and how we prefer to be working. Thanks for everyone's commitment and everyone's creativity and innovation in finding a way forward.
- Robin has been receiving informal feedback from faculty and students about the experience they have been having. It has been heartwarming to hear how students are recognizing faculty's efforts. Everyone is just coping as best they can. As we often do not hear of the good feedback for our efforts, Robin has permission to share an email from Jillian (student). Jillian sent in a detailed email on her personal well being and her positive educational experience. Robin read out the email. Too often everyone's effort goes without comment or we get negative feedback or concerns. Very good to hear of and see that there are students that recognize and appreciate the efforts from our Faculty, support services and wrap around services for them. Kudos to all! We are experiencing some challenges, but over all it is going well given all the factors we are trying to navigate. Anything that we can continue to try and improve on we will to make a positive experience for all.
  - Katie Andruschuk has asked if this can please be shared with all Faculty.
- We are piloting 3 programs for Quality Assurance and Program Review over this last year. OFAD, Health Care Assistant and Business. The process is almost finished, and any remaining elements of those program reviews will be wrapping up this fall. We met with the program debrief teams to hear what went well and where the opportunities for refining the process going forward are. Each of the teams were very positive about the experience overall. They appreciated the chance to step out of their everyday focus and look at the bigger picture about what they are trying to do for students as a program, as well as learn and share with their colleagues. This is an added success out of the process. We look forward to receiving their recommendations out of the program review. Met with PQAC and discussed creating a feedback loop so those recommendations are shared and responded to in a timely way. Robin will be looking for an appropriate time when those reports are done and ready to bring as an executive summary

format to EdCo. We will create a follow up, probably at the one year mark, where the Dean of each program will report back on what has happened with the recommendations so that there is momentum and continuity to the process. On to picking up with some new program reviews for the fall. We are just picking the programs and the program leads.

- Curriculum Management Software went through process to look at our options. KUALI is the system that meets our needs and is compatible with our system. Final internal consultations are happening to go forward. It will be underway shortly. Implementation does take some time so temper your patience please.
- ORBIS implementation of 4 modules. The career module is now fully implemented. We are now moving on to the other 3 modules in cocurricular records, experiential learning and a career and job board services for students. Darrell is leading this project with significant support and help from Jenn smith.
- There is one-year funding for a Work Integrated Learning Project and CBT projects which include a lot of curriculum development for new programs.
- We are thinking ahead for winter term. Circumstances are not changing with COVID-19 and so the winter semester will look very similar to the fall semester. There will be communication so everyone understands that and can move forward with their planning. Deans and Department Heads are engaging with program teams and Faculty to identify which courses can be face to face delivery and which will be alternative delivery.

### 6.3. EDCO Committee Reports

- Academic and Student Affairs Policy Committee (ASAP) (attached) – prepared by Valarie Hillstrom. Doris added that the bottom of the report has completed policies. Those policies will be removed and available on the College’s policy website.
- Scholarship and Awards Report (attached) – prepared by Lois Murray  
Lois presented all scholarship’s and awards. Kevin asked for clarification on summer entrance bursaries. Summer entrance bursaries are awarded on September 1<sup>st</sup> and are for students registered for the fall or winter semester. Lois does have the summer bursaries noted on the website. At this time they have all been awarded. There is a video included in jumpstart from Lois that directs students to her website for scholarship and bursary notification. Jumpstart usually happens after Lois’ deadline for the summer bursaries. Notifications are promoted on all our social media outlets as well. Doris added that Student Services is looking to start a news feed to keep in touch with students, maybe scholarships and bursaries can be added there.
- Articulation Report (attached) – prepared by Karen Langan

#### 6.4. President's Report – Paul Vogt

- Robin so helpfully gave Paul a tutorial on committee's – EdCo, VPAC, ASAP, PQAC, CPC
- Thank you for all the preparation to ensure students get a quality program.
- Rod Giles read the email letter at the Board meeting that Robin shared. Paul has heard good feedback directly from students in volleyball, welding students, hair salon students. Students are recognizing that the instructors, and others behind them, have put in extra effort to bring them what they need. Students are also communicating they feel they are getting what they need. Our efforts are student centred which is commendable.
- Recovery plan that was the pre election platform from the government has money for targeted training. Available money is targeted for programs that get workers back into the workplace that have been displaced due to COVID. Programs specifically in Health, Tech, ECE that feed into ready employment positions that are wanting at this moment in time. Programs that provide training for micro credentials and that stack on competencies to help displaced workers move quickly into another career path.
- At the Board meeting we received approval for the outline of a 2-year strategic plan due to the current COVID context. We need to have a plan to address the doable efforts. There will be intensive rapid consultation in the month of October from all the internal College communities, as well as our targeted stakeholders, leading to a draft that the board approves at their retreat in the second week of November. Because it is a 2-year plan we need to expedite the construction of the plan. The Plan has to be doable and concrete enough that we know whether we have achieved it or not. Government and other stakeholders will be looking to us to provide and we need to go to our own internal input to develop what we can. We do want to make feasible steps toward our own long-term goals and where the institution wants to be. I am looking to all of you for your input and to put on your thinking caps as we keep going forward and working forward. Thank you for the work that you have all put in.
- John McDonough asked for background on the 4 new Board of Governor's members. Paul provided the following brief thumbnail sketches:
  - Amber van Drielen – appointed member Golden. Family law lawyer involved in family and social services area. Amber is also involved in women's right issues.
  - Jerald Basil – appointed member Creston. Jerald is from the Lower Kootenay Band and has been on the Education Development Council of the Ktunaxa for a number of years.
  - Nic Milligan – appointed member Fernie. Nic is retired from Teck and for the last few years of his employment he was the Indigenous liaison in the region. Has set up a lot of the new MOU's Teck has with First Nations.
  - Darlene Trach – appointed member Cranbrook. Darlene went to the College and has many family members who also attended the College of the Rockies. Darlene has also been involved in the Education Development Council of the Ktunaxa for a number of years.

They are a very impressive group and they will all be major contributors to the board.

7. **Correspondence** – No correspondence
  
8. **Next Meeting** – October 28, 2020 at 2:00 p.m.
  
9. **Adjournment** – 2:58 pm

**Members:** Erin Aasland Hall, Katie Andruschuk, Darrell Bethune, Kevin Boehmer, Joy Brown, Katie Burles, Sharon Demaine, Nathan Dueck, Reg Goldsbury, Heather Hepworth, Ben Heyde, Robin Hicks, Sandi Hill, Jennifer Inglis, Kouki Maturra, John McDonough, Lois Murray, Bradley Schmidt, Doris Silva, Gursharan Singh, Paul Vogt