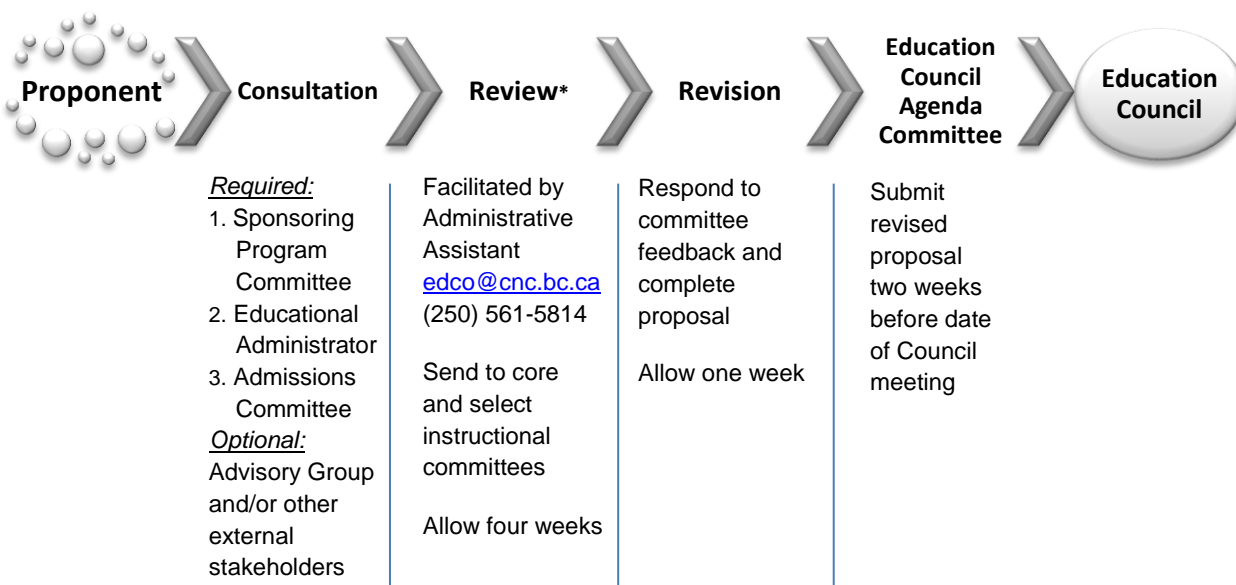


# **EDUCATION COUNCIL HANDBOOK 2016**

College of  
New Caledonia



## STEPS FOR APPLICATIONS TO EDUCATION COUNCIL



\*Note: Applicants should refer to the CNC Education Council Handbook Development Process for greater detail on the requirements of the application process and documentation to Education Council.

More information can be found on the [Education Council Website](#):

**Next HANDBOOK Review: June 2017**

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# THE COLLEGE AND INSTITUTE AMENDMENT ACT

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The *College and Institute Amendment Act* is the legislation related to governance within colleges and institutions.

The Act expands governing boards to include elected faculty, staff, and student representatives, and mandates representative Education Councils.

The Act requires the election of two student representatives, one faculty representative, and one support staff representative to the governing board. These “internal” representatives are in addition to existing government appointees on institutional boards. The president of the institution and the chair of Education Council also sit as board members in a non-voting capacity.

Under the *College and Institute Amendment Act*, each institution must have an elected, representative Education Council.

All Education Councils when first established must have no more or less than twenty voting members. The composition of the first councils must be ten faculty, four students, two support staff (all elected), and four educational administrators (appointed by the institutional president). In addition, the president is a non-voting member of council, and the institutional board may appoint a non-voting member to serve one year. Once established, Education Councils may vote to change their composition and size, but may never be less than 20 members.

Under the *College and Institute Amendment Act*, Education Councils hold sole authority over academic standards and curriculum; in the area of articulation, Education Councils hold joint authority with the board. On other educational issues, councils have the right and responsibility to advise the boards.

Each Education Council is required to establish bylaws (see Education Council Bylaws). These bylaws reflect guiding principles for the operation of Education Council such as the agenda, committees, minutes, and frequency of meetings.

# EDUCATION COUNCIL BYLAWS

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## **Preamble**

*The College and Institute Amendment Act*, 1994 requires that The College of New Caledonia formally create an educational council. The Council has

1. advisory responsibilities on matters of educational policy;
2. powers for setting policy concerning instruction and student evaluation; and
3. joint authority with the Board, on matters relating to transfer of courses and other matters agreed to by both the Council and the Board.

When the Bylaws of the Educational Council of The College of New Caledonia are at variance with *The College and Institute Act*, the Act and all amendments to it shall take precedence.

## **I Statement of Conduct**

Although some members of the Education Council are elected or appointed from specific constituencies of the College of New Caledonia (CNC), their actions in carrying out the business of the Education Council will be directed toward the best interest of CNC as a whole rather than any particular constituency or faction within it. All eligible members are expected to vote freely on all issues before the Education Council regardless of their own association with any particular constituency within CNC, unless a member believes that he/she is in conflict of interest (see Bylaw XIV).

## **II Officers of Education Council**

The Officers of Education Council shall consist of a Chair and a Vice-Chair.

- a. The Chair and Vice-Chair of Education Council shall be elected each year by and from the voting members of the Education Council.
- b. The elections shall occur at the regular May meeting of Council.

**Duties of the Chair**

The Chair shall

- a) Be a member of the Council and shall act as its official spokesperson.
- b) Be responsible for the preparation and distribution of the Council agenda in consultation with the Agenda Committee.
- c) Be responsible for the distribution of minutes and the official correspondence of the Council.
- d) Communicate to the Board all reports and recommendations of the Council.
- e) Attend regular meetings and functions of the Board.
- f) Prepare and present for approval at the last meeting of Council a schedule of meetings for the coming year.
- g) Coordinate all business and operations of the Council.
- h) Ensure that all the provisions and requirements of the Council's Bylaws are fulfilled.
- i) Communicate with Education Council Chairs at other institutions.
- j) Liaise with the appropriate Ministry on matters that affect Education Council's powers or its advisory role to the College Board.

**Duties of the Vice-Chair**

The Vice-Chair shall

- a) Carry out the duties and responsibilities of the Chair in that chair's absence.
- b) Assume the office of the Chair on an interim basis if the position should become vacant.
- c) Replace the Chair at regular meetings and functions of the Board if the Chair is unable to attend.
- d) Liaise with Program Committees.

### **III Recording Secretary**

1. A secretary to the Education Council will be appointed by the institution. The secretary is not a member of Council.

### **IV Conduct of Meetings**

1. Robert's Rules of Order will guide the conduct of Education Council meeting.

### **V Quorum**

1. A quorum of the Council shall consist of fifty percent (50%) plus one of the voting members.

### **VI Motions**

1. Only Education Council members may present motions.

### **VII Voting Procedures**

1. Voting shall be by a show of hands or roll call, unless a secret ballot is directed to be taken. In any vote, a simple majority of voting members present shall be required to carry a motion except as otherwise provided herein and will be recorded upon request.
2. Upon request of a member of Education Council, a vote shall be taken by secret ballot.
3. The Chair shall also vote on all matters at the same time as other members.
4. Motions receiving a tie vote shall be lost.

### **VIII Minutes**

1. The minutes of the meetings of the Council shall be kept by the recording secretary.
2. Minutes of all Education Council meetings will be made public.
3. An archive of Education Council minutes shall be kept in the library.

## **IX Regular and Special Meetings**

1. Regular meetings of the Council shall normally be held monthly, except July and August, on a date designated by Education Council.
2. If for any reason in any month the regular meetings of the Council cannot be held on the published date, the Recording Secretary must inform the members of the Council and the College community at least seven (7) calendar days prior to the published date of an adjustment of the meeting date.
3. Special meetings will be called by the Chair at any time upon the written concurrence or request of at least five (5) voting members of Council.

Notice of each special meeting accompanied by copies of the agenda and all papers to be submitted at the meeting shall be made available to members of the Council at least seven (7) calendar days in advance.

The Chair will make every reasonable effort to schedule the special meeting at a time feasible to most members of Education Council

At a special meeting only the matter (or matters) specified in the notice convening the meeting shall be considered.

## **X Open and Closed Meetings**

1. Meetings of the Council are open and may be attended by observers.
2. Observers shall be entitled to speak to specific matters on the agenda by invitation of the Chair.
3. No cameras, tape recorders, or other electronic equipment may be brought into the meeting except at the discretion of Council.
4. The Council may, by simple majority vote, consider items of the agenda in-camera.

## **XI Agenda**

1. Agenda items may be submitted by any member of the College community.
2. Agenda items and supporting documentation for meetings, including recommendations of program committees and the admissions committee, must be submitted in writing to the recording secretary of Council by 4:00 pm fourteen (14) calendar days prior to the scheduled meeting date.



Within one (1) working day after the submission deadline the agenda committee will

- (a) Ensure all appropriate documentation is included for agenda items;
  - (b) Set the agenda by giving priority based on but not limited to calendar publication deadlines, Ministry deadlines, etc.
3. Meeting agendas and supporting documentation shall be sent to Education Council members not less than seven (7) calendar days prior to the scheduled Council meeting hour with approval of the agenda committee.
- Agenda items and supporting documentation received after this date may be placed on the current agenda with the approval of the agenda committee.
4. The agenda for the scheduled meeting shall be posted on the Education Council Bulletin Board at each campus.
5. The agenda committee shall be comprised of the Chair and Vice-Chair of Education Council plus one other member of Education Council elected from and by the voting members of Council.

## **XII Committees**

1. Council may carry out its business through standing committees which have ongoing responsibilities and through task forces which have specific tasks and time frames. Committees and task forces and their terms of reference shall be created by motions of Council as required.
2. The Standing Committees of Council shall consist of, but not be limited to:
  - a. Program Committees
  - b. Admissions Committee
  - c. Agenda Committee
3. The Council motion creating a standing committee or task force shall include the following:
  - a. A name for the standing committee or task force;
  - b. Terms of reference, together with a list of specific duties and responsibilities, and an interim chair;
  - c. Membership which may contain non-members of the Council;
  - d. A method for selecting members and term of membership;
  - e. Reporting procedures and time-lines.

4. At least one member of the Council may be included on every committee or task force.
5. At the first meeting of the committee or task force, a chair must be elected or appointed.
6. The Chair of Education Council shall be an ex-officio member of all committees and task forces.
7. Standing committees and task forces shall report to the Council as required but in any event not less than once each year.

### **XIII Terms, Vacancies, and Attendance**

1. Any member of Council may resign from his/her seat and, thereby, creating vacancy. Except in unusual circumstances, this shall be done by way of a written letter delivered to the Chair.
2. When a vacancy occurs among the elected members of the Education Council, the Chair will notify the Registrar. Election procedures, as determined by the Registrar in consultation with the chief officers of the representative group, will be followed.

When a vacancy occurs among the members of Council appointed by the President, the Chair will notify the President.

3. Any member who will be absent from a meeting shall notify the secretary at least 24 hours prior the meeting, if at all possible.

Any elected member absent from three (3) meetings of the Council without acceptable cause and without notification of the Chair, will be considered as having resigned from the Council and the position will be filled in accordance with #2 above.

Acceptable causes for members missing meetings will include conflicts with a scheduled class, out-of-town meetings on College business, illness, or approved leave.

4. The seat of a member who leaves the constituency that the member represents shall be declared vacant.
5. It is the responsibility of each member of Education Council to identify at least one (1) alternate of record who will attend Education Council meetings in the

absence of the member of Education Council. This alternate shall have all the privileges of the position at that time.

6. In the event of a vacant seat other than those created by expiration of a term, the Chair shall request that the constituency from which the member is selected fill the vacant seat through by-election or appointment.
7. Alternative communication technologies shall be used when needed to facilitate participation of Education Council members whose campus is in a community other than that in which the meeting is held.
8. All Council members conducting approved Education Council business will be reimbursed for travel expenses according to standard college guidelines.

#### **XIV Conflict of Interest**

1. A conflict of interest arises when a Council member's individual private pecuniary interest supercedes or competes with his/her dedication to the interests of the College. In general, voting on matters which have an effect on a broad group by a member of that group is not considered a conflict of interest.
2. In cases where conflict cannot be avoided, a Council member has an obligation to declare a conflict of interest prior to discussion or decision on an issue. Upon declaration of a conflict the recording secretary shall duly note the declaration and the Council member must:
  - a. In an in-camera session or committee meeting, absent him/herself from the proceeding during discussion or voting on that particular matter.
  - b. In a public session, refrain from discussion or voting on that particular matter.

#### **XV Bylaw Amendments**

1. By giving notice of motion at a regular meeting, the terms of the bylaws may be amended by a two-thirds vote of Council at a subsequent regular meeting. Members shall have one (1) month to consider such a change.

Adopted by Education Council – February 27, 1996

# THE EDUCATION COUNCIL MEMBERSHIP

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## MEMBERSHIP CONSTITUENCIES:

<b>Faculty:</b> (10 members)	<div>School of Health Sciences*</div> <div> <div>School of University Studies and Career Access</div> <div> <div>Arts**</div> <div>Sciences**</div> <div>Business*</div> </div> </div> <div>School of Trades and Technologies**</div> <div>School of Academic Foundation and Human Services*</div> <div>Advising**</div> <div> <div>Members at Large</div> <div> <div>Quesnel Campus*</div> <div>Prince George Campus*</div> <div>Lakes District, Nechako &amp; Mackenzie Campus**</div> </div> </div>
<b>Support Staff:</b>	2 members
<b>Student Representatives:</b>	4 students (1 from a regional campus, term ends Sept of each year)
<b>Educational Administrators:</b>	4 members appointed by the President (term ends April of each year)

\* term ends April of even years

\*\* term ends April of odd years

## 1. Meeting Dates

Meetings are held monthly from September to June on a Tuesday at 3:00 pm in the Executive Boardroom unless otherwise notified. Dates are adopted at the June meeting for the following academic year and are posted on the Education Council Website.

When submitting items for the agenda please make sure all information and documentation is complete. Agenda items are to be submitted to the Administrative Assistant to Education Council two weeks before the meeting date. Deadlines for completed submissions will be posted online along with the meeting dates.

## 2. Responsibilities of Education Council Members

- a) Attend monthly and special meetings of Education Council.
- b) Read and analyze distributed agenda material.
- c) Participate in task force committees as needed.
- d) Liaise with your representative group.
- e) In consultation with the Vice-Chair of Education Council, assist program committees in the preparation of proposals to Education Council.
- f) Vote freely on matters impacting the College community. (see Bylaw I: Statement of Conduct)

## 3. Powers of the Education Council

- a) An Education Council must make bylaws, with the prior approval of the minister, for the conduct of the business of the Education Council including bylaws specifying the duties of members of the Education Council in conflict of interest situations.
- b) Subject to the policy and directives established under section 23 (1)(a) of the *College and Institutes Act*, the Education Council has the power and duty to set
  - i. Policies concerning examinations and evaluation of student performance;
  - ii. Policies concerning student withdrawal from courses, programs, and the institution;
  - iii. Criteria for academic standing, academic standards, and the grading system;
  - iv. Criteria for awards recognizing academic excellence;
  - v. Policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals; and
  - vi. Curriculum content for courses leading to certificates, diplomas, or degrees.

#### 4. Advisory Role of Education Council

- a) An Education Council must advise the board, and the board must seek advice from the Education Council, on the development of educational policy for the following matters
  - i. The mission statement and the educational goals, objectives, strategies, and priorities of the institution;
  - ii. Proposals about implementation of courses or programs leading to certificates, diplomas, or degrees, including the length of or hours for courses or programs;
  - iii. Reports after implementation by the institution without prior review by the Education Council of;
    1. New non-credit programs, or
    2. Programs offered under service contract
  - iv. Priorities for implementation of new programs and courses leading to certificates, diplomas, or degrees;
  - v. Cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
  - vi. Evaluation of programs and educational services;
  - vii. Policies concerning library and resource centers;
  - viii. Setting of the academic schedule;
  - ix. Policies on faculty member qualifications;
  - x. Adjudication procedure for appealable matters of student discipline;
  - xi. Terms for affiliation with other post-secondary bodies;
  - xii. Consultation with community and program advisory groups concerning the institution's educational programs;
  - xiii. Qualifications for admission policies;
  - xiv. Criteria for awarding certificates, diplomas and degrees;
  - xv. Other matters specified by the board.
- b) Advice given under subsection 10 (a) must not conflict with policy or directives established under section 2(1) (a) of the *College and Institute Act*.
- c) The board must request advice on a matter under subsection 10(a) by giving the Education Council, at least ten (10) working days before the board will deal with the matter, the following:
  - i. The agenda items concerning the matter for the meeting of the board at which the matter will be discussed;
  - ii. The date by which a statement setting out the advice of the Education Council must be given to the chair of the board.
- d) Despite subsection 10 (c), if the board must deal with a matter under subsection 10 (a) and there are substantial reasons why ten (10) working days' notice under subsection 10 (c) cannot be given, the board must advise the Education Council, as soon as practicable, concerning:
  - i. The matter;

- ii. The reason why notice could not be given under subsection 10 (c); and
- iii. The decision taken on the matter.

## 5. Joint Approval

- a) To be implemented, decisions concerning the following matters must have joint approval;
  - i. Curriculum evaluation for determining whether
    - 1. Courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution; or
    - 2. Courses or programs, or course credit from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution;
  - ii. Other responsibilities of the board that, on the initiative of the board, the board and the Education Council agree are subject to joint approval.
- b) Subsection 11 (a) does not include curriculum evaluation based on instructional methods.
- c) An agreement under subsection 11 (a)(ii) may be terminated by
  - i. The board giving written notice of termination to the chair of the Education Council, or
  - ii. By the Education Council giving written notice of termination to the chair of the board.
- d) Joint approval given under subsection 11 (a) must not conflict with policy or directives established under section 2(1) (a) of the *College and Institute Act*.
- e) If joint approval on a matter described in subsection 11 (a) is not attained within 60 days of the board or Education Council requesting the other to consider its proposal, the board or Education Council may refer the matter to the minister and the minister, or the person the minister designates for the purposes of this subsection, may make the decision the minister or person designated considers most appropriate.

# EDUCATION COUNCIL AND THE BUDGET PROCESS

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Annually, College Administration engages Education Council with the budget planning cycles. Education Council reviews information and schedules, and provides feedback. The timing of the cycles can vary annually, depending on when the College receives its budget information from the provincial government, and on internal processes for planning, gathering information, and decision-making. Education Council offers input throughout the process, but once the preliminary budget decisions have been made public, Education Council can invite a further discussion with the President or designate on decisions related to programming.

Generally, the budget cycle relating to Education Council includes:

- In the fall Education Council and the College Board review the preliminary budget assumptions and provide feedback
- Education Council and the College Board review the draft Budget Development Framework and provide feedback
- Through the winter and spring Education Council receives updates from Administration on the budget status (e.g. anticipated government operating grants for the upcoming fiscal year)



# PROGRAM COMMITTEE GUIDELINES

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## **Purpose of the Program Committees**

Education Council has the responsibility to establish and maintain academic standards and curricula. Program committees are formed as standing committees of Education Council in order to facilitate this role and are expected to function according to these guidelines. The activities of program committees include, but are not limited to:

1. Receiving and disseminating information;
2. Responding to submissions of an academic nature from other program committees, College committees and Education Council;
3. Initiating proposals for consideration by others.

## **Definitions:**

**Core Program Committees** – these are detailed in Appendix “C” to this handbook and are the program committees that receive all proposals for review and input.

**Educational Administrator** – refers to the Dean, Director, or Regional Principal or designate.

**Instructional Program Committees** - these are detailed in Appendix “C” to this handbook and are standing committees of Education Council.

**Program Committees** – includes all committees outlined above as Core and Instructional.

**Targeted Education Council Meeting Date** – the date you would like your proposal heard at Education Council. Circulation of your proposal should start 7 weeks prior to this date.

## **Liaison with Education Council**

Program committees are encouraged to contact the Administrative Assistant for Education Council for assistance and / or clarification in the preparation and process related to conducting its business.

## **Membership**

Each program committee should consist of no less than four (4) members, one (1) of whom must be an Educational Administrator. In addition, program committees may make one (1) additional seat available for student representation.

## **Terms of Office**

In order to ensure continuity, members of the program committees ideally should commit to a two (2) year term. It is recommended that these terms be staggered.

**Chair of the Program Committee**

A chair of the program committee should be chosen by April 30<sup>th</sup> of each year and they are invited to attend an orientation session of Education Council in May.

**Quorum**

A quorum shall be one more than fifty (50%) percent of the program committee members.

**Frequency of Meetings**

Program committees must meet as proposals are brought to their attention. Proposals may be brought to the attention of program committees through individuals, Education Council and other program committees.

**Minutes**

Bylaw XII (7) states “standing committees and task forces shall report to the Council as required but in any event not less than once each year”. Minutes of each program committee meeting must be taken, and must include the names of the members in attendance. Minutes must be forwarded to the Administrative Assistant for Education Council within seven (7) days of the program committee meeting and will be maintained as part of Education Council records.

Core program committees may record their attendance on the proposal response sheet which is done electronically, and will stand as minutes to the meeting.

**Decision Making Process**

Program committees should strive to make decisions on a consensus basis. Where consensus is not achieved, it is advised that the meeting minutes and the Education Council Response sheet reflect the different opinions of the committee.

**Identified Program Committees**

The list of the program committees found in Appendix “C” are recognized as existing program committees and are considered standing committees of Education Council. New program committees shall be created when the need arises and only upon presentation to Education Council of a proposal. The Core program committees receive all proposals for review.

# FREQUENTLY ASKED QUESTIONS!

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1. How do I get “stuff” into the College calendar?

Please see the CNC Calendar Policy for the procedure and policy in place for including items in the calendar.

2. I’ve missed the deadline for calendar submissions. Can I still bring a proposal forward?

Yes. Education Council deals with calendar submissions on a continual basis. Once the proposals have been put forward at a meeting of Education Council and the minutes of that meeting approved, the submissions will be provided to Marketing and Communication and updated on the online calendar as soon as possible. The online calendar is considered the official calendar for CNC and information for the print calendar comes from the online calendar.

3. I want to revise my course outline. What goes to Education Council?

See Appendix “B” for specifics.

4. How do I know what is an Education Council issue?

Some examples include new course development, exemption policies, and qualifications for admission policies. See the sections in this handbook entitled Responsibilities, Powers, and Advisory Role of Education Council for a detailed list of what falls under the authority of Education Council. Education Council considers the educational merit of proposals independently of financial and contractual implications.

5. I have an idea for a new course / changes to a current course / a new program, who do I talk to first?

As part of the consultation process, you must talk to your program committee and your Educational Administrator.

6. Does everything have to go to the program committee first? Why?

Yes, everything does need to go through the program committee. Each proposal must be reviewed by your program committee because the program committee is the formal link between Education Council and faculty / students / staff.

7. Who submits my proposal to Education Council? Me or the Chair of the program committee?

You, the Chair of your program committee, or your Educational Administrator, can submit your proposal to the Administrative Assistant for Education Council. Your proposal will be circulated to the Core program committees and the relevant Instructional program committees for their comments and input. The Administrative Assistant for Education Council will provide you with the comments from all program committees and you will be asked to consider and respond to the input. The Administrative Assistant for Education Council will advise you of the date you will attend Education Council to speak to your proposal.

8. What is the format for the proposal?

Please seek input from the Administrative Assistant for Education Council.

9. How do I know what other program committees I have to communicate with?

The Core program committees will receive a copy of your proposal for review. The Administrative Assistant for Education Council will ensure that the proposal is circulated to those committees. Your Educational Administrator may recommend other Instructional program committees vet your proposal, or the Chair of Admissions Committee or Chair of Education Council may recommend it be forwarded to a specific Instructional program committee for input.

10. What if my program committee can't meet?

Provided there is adequate time given, the program committees should be prepared to meet before the upcoming Education Council agenda submission deadline. If the program committee cannot meet before this deadline contact the Vice-Chair of Education Council for assistance.

11. What if other program committees who need to respond to my proposal can't meet?

The Administrative Assistant for Education Council will monitor whether or not the Core program committees have responded to your proposal and remind them of the deadline for their response. The Administrative Assistant for Education Council will also monitor input for any Instructional program committees who have been asked to offer input.

12. How much time do I give for others to respond to my proposal?

The program committees should be given four weeks to respond **but** the entire process of review, revise, and submit to Education Council takes at least seven (7) weeks after the proposal has been reviewed by Admissions Committee.

In many instances, revisions to the proposal are required as a result of input from the program committees. It is important to plan adequate time for review and revisions well before the targeted meeting of Education Council. Following is the recommended planning schedule for having proposals considered at a specific Education Council meeting:

<b>Time before the targeted Education Council Meeting</b>	<b>Task</b>
Preliminary development and consultation with Admissions Committee	Review by Admissions Committee
4 Weeks	Circulation to Core and Instructional Program Committees
1 Week (at least)	Revisions to proposal
2 Weeks	Deadline to submit to Education Council Agenda Committee
Target Meeting	Present to Education Council

Therefore, it is advised that the review period for a proposal begins seven weeks before the targeted Education Council meeting. Be aware that if the proposal is incomplete or unacceptable to Education Council, Council may not approve the proposal or ask that the proposal be revised and returned to Council for consideration at the next meeting.

**13. What if other program committees have recommendations for my proposal?**

Give consideration to their suggestions and provide your own comments in response to their input.

**14. Why do the proposals have to be sent to the Regional campuses?**

Proposals may have implications for operations in the regions and so it's important that they are kept informed regarding developing courses and programs within the College community.

**15. What if my own program committee does not support my proposal?**

You can still request that the proposal be circulated and put on the Education Council agenda. You may find the input from the responding program committees helpful as well as suggestions made during your presentation at Education Council. Education Council will consider all input and discussions, and make their own decision.

## 16. Why does my proposal have to go to the Advising Program Committee?

Advising is uniquely positioned within the organization to assess the impact of new program proposals and changes to existing programs on the lives of students. Based on an understanding of the personal and financial barriers students face as well as transfer issues and the varying expectations of funding agents, Advising can assist in resolving problems before they arise.

## 17. What does Admissions Committee do?

Admissions Committee is a standing committee of Education Council. All proposals for a new or revised program or course must be submitted to the Admissions Committee for their input. Admissions Committee reviews program admissions requirements for new programs or revisions to admission requirements to existing programs. In addition, the committee will review course pre-requisites and co-requisites for proposed or existing courses. Please see the section relating to Admissions Committee for more information.

## 18. Who is the Chair of Admissions Committee?

The Registrar is the Chair of Admissions Committee.

## 19. What are the deadlines for Admissions Committee?

Generally, this committee meets every Wednesday and the agenda is set the Friday previous. Meetings are held only if there are submissions to review. Deadline for submission to Admissions Committee is noon on Friday.

## 20. How do I get on Admissions Committee agenda?

Send your proposal to the Administrative Assistant for Education Council to be put on the next available agenda of Admissions Committee. Proponents are requested to attend the Admissions Committee meeting to speak to their proposal and respond to questions from the Committee members. Attendance can be in person or by telephone conference.

## 21. When a proposal goes to Admissions Committee, who brings it forward to Education Council?

Admissions Committee is one of the Core program committees. Once your proposal has been reviewed by Admissions Committee you will be asked to make any revisions and return your proposal to the Administrative Assistant for Education Council. Your proposal will then be circulated to the remaining Core Program committees and any identified Instructional program committees for their input, as outlined in question #7.

Once all the input has been received it is your responsibility to submit your proposal to the Administrative Assistant for Education Council, having considered the recommendations made by the program committees and having made whatever revisions required. Your proposal will be put on the next available Education Council Agenda and you will be advised of that date so that you can attend to speak to your proposal.

22. How do I get a proposal on Education Council agenda? To whom do I give the proposal?

After your proposal has been circulated and vetted by the Core program committees and any other relevant Instructional program committees, and you have made whatever revisions are required, you will provide the final version of your proposal to the Administrative Assistant for Education Council two weeks prior to the targeted Education Council meeting date. The meeting schedule and deadlines can be found in appendix “D” to this handbook and on the Education Council program page of the College web site. Education Council has an agenda committee which will ensure that documents are complete and ready to go before Education Council.

23. Which is my instructional program committee?

See the chart in Appendix “C”. If still in doubt, please consult the Administrative Assistant for your Educational Administrator.

24. Once the proposal is approved at Education Council, how soon will it be implemented?

That depends on the proposal. If a policy, it will probably be implemented soon after approval. If your proposal is for admissions/selections changes for a program there must be sufficient notification time for applicants, which is usually one year lead time. If your proposal is a new course, implementation will be dependent on budget. Please note that a new course or program can be approved by Education Council but that is not a guarantee that the course or program will run. If you are planning a new course or program it is recommended that you have discussed this with your Educational Administrator early in the proposal development process.

# ADMISSIONS COMMITTEE

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## Terms of Reference

The Admissions Committee is a standing committee of Education Council and operates within the mandate provided to Education Council by bill 22 - 1994 *College and Institute Act 1994*. As a standing committee of Education Council, the Admissions Committee is a working committee which is advisory only to Education Council. The primary mandate of the Admissions Committee is to:

1. Review program admission requirements for new programs or revisions to admission requirements to existing programs and make recommendations to Education Council based on their review.
2. Review course pre-requisites and co-requisites for existing or proposed courses and provide input and suggestions to both the presenter and to Education Council.
3. Review admission requirements and procedures on an on-going basis.

## Committee Membership

The Admissions Committee is made up of designated and appointed members. Appointed members are to be chosen on a divisional basis as listed to ensure a broad spectrum of representation. It is intended that the appointment of members to the Admissions Committee will take place at a divisional meeting no later than April 30<sup>th</sup>. The student representative is to be selected by the Student Union no later than September 30<sup>th</sup>. Should a constituency or division fail to appoint a member to the Admissions Committee, such representation may be appointed by the Education Council in consultation with the constituency or division. The term of an appointed member will be one year, while designated members will sit permanently.

## Appointed Members

### 8 members:

School of Health Sciences (1)  
School of Academic Studies  
Arts (1)  
Sciences (1)  
Business (1)  
School of Trades and Technologies (1)



**Services**

School of Academic Foundations & Human Services (1)  
 Counselling and Advising (1)  
 Students' Union (1)

**Designated Members**

4 members:

Registrar  
 Associate Registrar  
 Academic Advisor  
 Admissions Officer

The Chair of Admissions Committee shall be the Registrar. The Admissions Committee may also elect a Vice Chair from within the body of the Committee to conduct the Committee's business in the absence of the Chair. In keeping with the Guidelines for the Operation of Education Councils as distributed by the Ministry of Advanced Education "with the exception of Council Chairs, institutions are to make no provisions for release time or substitution time to attend meetings. Council chairs should receive  $\frac{1}{4}$  release time for Council duties."

**Operational Procedures**

The Admissions Committee, as a working committee of Education Council, operates in a semi-formal manner to encourage discussion and sound decision making. However, the Committee does operate with a set agenda, approved minutes, motions, and votes. A quorum shall be fifty percent plus one (50% +1). The Committee also maintains an on-going status report of issues outstanding, current progress, and a history of past recommendations with regard to issues previously dealt with.

In the conduct of its business, the Admissions Committee is as open and responsive to the entire College community as possible. The Committee is also able to identify its own issues and can conduct its own research on matters related to College admission standards and policies. In this regard, the Admissions Committee has two roles to play:

**1. Responsive Role**

The Admissions Committee, as a working standing committee of Education Council deals with, as a first priority, those issues from Program Committees which it must review before submission to Education Council. The Committee accepts those submissions on a first-come, first-served basis and all submissions are assigned

item numbers for the purposes of tracking. The Committee will generally meet weekly for one hour when demand warrants, and

proponents will be invited to discuss each submission, either in person or by teleconference, whichever best serves the proponent.

## **2. Pro-Active Role**

The Admissions Committee, in keeping with its mandate, may identify issues with regard to admission policies and processes that it wishes to explore without referral from elsewhere. Any recommendations from this activity will be forwarded to Education Council for consideration. Issues and items identified by the Admissions Committee in this manner will not, in any event, be given a higher priority than referred items and will be dealt with on a time available basis.

### **New or Revised Program and Course Submissions**

In order to receive Education Council approval for new or revised programs or courses, proposals must be directed to a number of committees (the “Core Program Committees”) including Admissions Committee (a standing committee of Education Council).

The primary mandate of the Committee is to review program admission requirements for new programs or revisions to admission requirements to existing programs. In addition, the Committee will review course pre-requisites for proposed or existing courses.

The Committee will meet with the proponents to discuss and review the submitted proposal, then forward recommendations to Education Council for final approval.

### **Presentations to Admissions Committee**

Presentations to the Admissions Committee should consider the following questions and informational needs for ensuring clarity for both Admissions Committee members that provide advice and service as well as for proponents presenting submissions.

#### **A. Program Admission**

**Admission Requirements:** What academic and non-academic requirements does a prospective student require in order to be admissible as a qualified applicant to the program? These criteria provide the basis for the Admissions Office to accept applicants into the program in question. If an applicant does not meet all requirements they will not be deemed qualified for the program.

**Selection Criteria:** In the event that your program receives more qualified applicants than seats are available, what process will be used to both select students for entry as well as to develop a program waitlist? Is a first qualified, first admitted process more appropriate to your program rather than a selection process? What role will faculty play in the selection of candidates? These decisions establish the role and level of authority the Admissions Office has with regard to accepting students into a program.

**Program Requirements:** Are there program requirements that students must meet subsequent to their acceptance and registration into the first term of studies? For example, are there requirements students must meet before they can register for and participate in a practicum placement? The initial collection of documentation is initiated by the Admissions Office (pre-program commencement) then become the responsibility of the respective Dean's office or program (post program commencement) in conjunction with the Admission Office.

## **B. Course Pre-Requisites and Co-requisites**

For courses within a program (or for stand-alone courses), what pre-requisite courses (or set of courses) must a student successfully complete in order to enroll in that course?

Is there a minimum grade required in the pre-requisite course?

Are there co-requisite courses, whereby students are required to enroll in two or more courses concurrently?

## **C. Implementation Date**

### **Existing Programs**

Revisions to program admission criteria and/or course pre-requisites for active programs require consideration of a practical implementation date in relation to the annual admission cycle. Sufficient lead time is required for preparing web and paper publications, implementing recruitment initiatives, revising Admissions office processes and advising students as to their preparation for entry into the program.

**New Programs**

To increase the likelihood of a successful program implementation, as much lead time as possible should be available for recruitment activities, publications, and the operational needs of numerous college staff involved in advising, counseling, student financial aid and admissions.

The Admissions Committee holds meetings every Wednesday throughout the academic year. In order to be placed on an agenda, please contact the Administrative Assistant for Education Council and Admissions Committee local 5814 or [edco@cnc.bc.ca](mailto:edco@cnc.bc.ca). Written proposals and documentation need to be provided one week prior to the Wednesday meeting date in order for the committee members to have adequate time to review the material.

# DEVELOPMENT PROCESS:

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- ❖ NEW PROGRAMS
- ❖ REVISED PROGRAMS
- ❖ APPROVAL PROCESS FOR NEW COURSES
- ❖ APPROVAL PROCESS FOR REVISING COURSES

## Definitions

**Program** – for the purpose of this document a program is a collection of courses that lead to a College of New Caledonia credential.

For further information related to credentials and program development, see the CNC Policy web page:

[CNC Policy Page](#)

## NEW PROGRAM DEVELOPMENT

New programs at CNC may develop as a result of a variety of reasons and requests. While new program needs may be identified internally, more frequently they are identified by local communities, outside sources and organizations. There are two ways of funding new program development and implementation:

### **Ministry of Advanced Education funding:**

This funding is difficult to access, and is generally reserved for targeted program areas such as Technologies and Health Sciences. It is often two to three years from conception and development of a program advisory committee to funding approval. Funding is usually approved in three stages: planning, development and implementation, and steady-state operating budget allocations. Each of these stages requires complex negotiation as the Ministry weighs the College's request (and community/industry advocacy) against all the other requests from provincial institutions. In recent years at CNC, Medical Laboratory Technology and Medical Radiography Technology are examples of new Ministry-funded programs.

### **Internal and cost-recovery funding:**

Given the recent financial realities of provincial funding, the College has little funding available for developing and implementing new programs, unless the funds are re-allocated from other budget areas, or the program is designed as cost-recovery. Generally, cost-recovery programs are developed by the Regional Campuses, Community & Continuing Education, or International Education in response to specific

learning and employment needs and opportunities. The College occasionally provides development funding up-front, to be repaid by the program over time through its cost-recovery offerings. Recent examples of Education Council approved new programs that are cost-recovered are Fetal Alcohol Spectrum Disorder Advanced Diploma, and the Human Resources Management – Post Diploma.

## **NEW PROGRAM DEVELOPMENT PROCESS**

Whether the need for the program is identified from external or internal sources, the Education Administrator is integral to the process of starting new programs. Faculty members who wish to start a new program must talk first with their Educational Administrator. If followed, the Education Council approval process for new programs can be a very helpful consultation process. Starting new programs requires resources and involvement from most areas of CNC. New programs can have serious impacts on the capacity of existing resources. Below are general steps/considerations to follow in taking a new program proposal to CNC Education Council:

1. Starting a steering committee or seeking the advice of a current advisory committee is required to determine if a new program is needed and will be successful at CNC. Does the new program fit with CNC's current strategic plan? The College reviews the following research when considering new programs:
  - a) Labour market opportunities for graduates and labour market needs of employers
  - b) Educational access and/or transfer needs of students
  - c) Availability of other programs
  - d) College capacity
  - e) Industry, business and other committed partnerships
2. Have external or internal sources of funding been secured? What are going to be the costs of running the program? It is best to have this information before starting a program proposal. The process for establishing fees for new Ministry-funded programs is done through the Office of the Vice President, Community & Student Services and forms part of the financial viability of the program.
3. What impact will the new program have on: other existing programs; Student Services; Regional campuses?

It is best to consult with other program committees either before or as you start writing the Education Proposal.

4. What will be the admission/selection requirements and pre-requisites for the new program? Best to consult ahead of time with Registrar's office, Admissions and Advising. It can also be helpful to work with Advising to determine potential student interest in a new program.

5. Course outlines will need to be developed for the new program. Each course will need course names, course numbers, and clarity on course lecture/lab/clinical/practicum hours and credits. You must consult with the Registrar's office on this prior to submitting the proposal. You must follow the Course Outline Requirements included in this handbook for each course as part of the new program proposal.
6. Be aware of timelines and be realistic about new program start date. Generally the new program development process takes months or possibly longer to complete and gain approval from Education Council.

## **REVISED PROGRAMS**

### **Definitions**

**Program** – for the purpose of this document a program is a collection of courses that lead to a College of New Caledonia credential.

For further information related to credentials and program development, see the CNC Policy web page at:

[CNC Policy Page](#)

## **EDUCATION COUNCIL APPROVAL PROCESS FOR REVISING PROGRAMS**

### **Introduction**

Comprehensive program reviews are conducted on a cyclical basis (See Program Review Policies and Procedures), however; it is not uncommon to require revision between program reviews. Changes in the body of knowledge or in the requirements of accreditation or certification are typical reasons to revise programs. In these cases, courses may be added or dropped in order to accommodate change. Implementation of changes recommended by an advisory group and/or other stakeholders is another cause of program revision.

Examples of program revisions that require approval from Education Council are (the list is not exhaustive):

- Changing the credits/hours needed to receive a certificate or diploma
- Shifting the number of hours between clinical and lecture or lab courses in a program
- Change in entry requirements or procedures
- Any change that will impact certification or accreditation or existing block transfer agreements

## Preparatory Tasks

Before submitting proposed program revisions to Education Council the following preparatory tasks should be completed:

1. Consult with the Education Administrator responsible for the program;
2. Consult with the Community Advisory Group and/or other stakeholders for the program;
3. Seek the advice of the program committee of the area that offers the program;
4. Consider how the revisions will affect:
  - a. Institutional resources – determine the expertise, equipment, facilities and library resources currently available to support the revised program. Ensure that required new resources are included in ``Costs`` below; and
  - b. Costs – outline the non-recurring start-up costs (e.g., equipment costs), the capital costs (facilities), and the operating costs. Describe how the program will be cost-effective. Indicate the intended source of funding for development and delivery.
5. Research the impact of the program revisions on:
  - a. existing transfer agreements,
  - b. existing accreditation, and
  - c. current students.
6. Present to Admissions Committee

## Review Period

Following the completion of the preparatory tasks listed above; submit the proposal to the Administrative Assistant of Education Council for circulation to the program committees. The Administrative Assistant will help to determine which program committees should review the proposal. The program committees are to be given at least four weeks to review and respond to the proposal.

The proposal should be accompanied by an Education Council Response Sheet (Appendix - A) and include the following headings:

- Rationale
- Consultation
- Transfer credit
- Accreditation
- Proposed implementation date
- Description of revisions
- Impact of revisions (some information gathered in the preparatory tasks may be included here)



## **Revisions to Proposal**

Consider the advice of the program committees and make revisions and/or responses as necessary (allow at least one week for revisions).

## **Presentation to Education Council**

Submit the proposal for program revisions to the Administrative Assistant at least two weeks prior to the scheduled meeting of Education Council. The proposal will include comments from the program committees and the responses of the proponent. The proponent should be present at the Education Council meeting to introduce the proposal and answer any questions that might arise. Approval of the proposal may be granted at the meeting or further revisions may be requested.

## **Additional Revisions**

Consideration of the proposal at Education Council may result in the need for further revisions and possibly a resubmission to Education Council.

## **Archive**

Submit the final approved document to the Administrative Assistant of Education Council for archiving.

## **Education Council Approval Process for New Courses**

### **Introduction**

New courses at the College of New Caledonia may develop as a result of a variety of reasons and requests. New course ideas may develop internally by recognizing a need through discussions with students or educational administrators, or they may develop externally through discussions with advisory groups and/or other stakeholders.

### **Preparatory Tasks**

Before submitting the proposed new course to Education Council the following tasks should be completed:

1. Consult with the Education Administrator responsible for the course
2. Consult with the Community Advisory Group or other stakeholders as appropriate
3. Seek the advice of the program committee of the area that offers the course
4. Consider how the new course will affect
  - a. Institutional resources – determine the expertise, equipment, facilities and library resources currently available to support the revised course. Ensure that required new resources are included in ``Costs`` below.

- b. Costs – outline the non-recurring start-up costs (e.g., equipment costs), the capital costs (facilities), and the operating costs. Describe how the course will be cost-effective. Also, indicate the funding source for development and delivery of the course.
5. Include the possibility of transferability of the new course
6. Present to the Admissions Committee

## **Developing a new course for Education Council approval**

Please refer to appendix “B” of this handbook for the course outline requirements guide and course outline template.

For information and policy on grading and evaluation of student performance, please see the CNC Policy web page at:

[CNC Policy Page](#)

All course outlines should also include statements on Academic Honesty and Student Conduct Policy and Accessibility Services. These statements can be found in appendix “B” to this handbook.

## **Review Period**

Submit the proposal to the Administrative Assistant of Education Council for circulation to the program committees. The Administrative Assistant will help to determine which program committees should review the proposal. The program committees are to be given at least four weeks to review and respond to the proposal.

The proposal should be accompanied by an Education Council Cover Sheet (Appendix A) and include the following headings:

- Rationale
- Consultation
- Proposed implementation date

## **Revisions to Proposal**

Consider the advice of the program committees and make revisions and/or provide responses as necessary (allow at least one week).

## **Presentation to Education Council**

Submit the proposal for the new course to the Administrative Assistant at least two weeks prior to the scheduled meeting of Education Council. The proposal will include comments from the program committees and the responses of the proponent. The proponent should be present at the Education Council meeting to introduce the proposal and answer any questions that arise. Approval of the proposal may be granted at the meeting or further revisions may be requested.

## **Additional Revisions**

Consideration of the proposal at Education Council may result in the need for further revisions and possibly a resubmission to the Education Council.

## **Archive**

Once the revisions are complete, submit the final approved document to the Administrative Assistant of Education Council for archiving.

## **Education Council Approval Process for Revising Courses**

### **Introduction**

It is sometimes necessary for courses to be revised due to changes in the knowledge base of the subject matter or because of technological advances. That is, courses offered must reflect current trends and practices. Also, implementation of changes recommended by an advisory group and/or other stakeholders is another reason for course revision.

See Appendix B for a comprehensive list of course outline requirements. The following are a list of changes that require approval from Education Council:

- Course Number
- Course Title
- Total Course Hours
- Lecture / Lab / Clinic / Practicum hours
- Course Credits
- Pre and Co requisites
- Course or Calendar Description – if different
- Learning Outcomes and/or Course Objectives
- Grading Scale
- Transfer Equivalencies if applicable

## Preparatory Tasks

Before submitting proposed course revisions to Education Council the following tasks should be completed:

1. Consult with the Education Administrator responsible for the course
2. Consult with the Community Advisory Group or other stakeholders as appropriate
3. Seek the advice of the program committee of the area that offers the course
4. Consider how the revisions will affect
  - a. Institutional resources – determine the expertise, equipment, facilities and library resources currently available to support the revised course. Ensure that required new resources are included in ``Costs`` below.
  - b. Costs – outline the non-recurring start-up costs (e.g., equipment costs), the capital costs (facilities), and the operating costs. Describe how the course will be cost-effective. Also, indicate the funding source for development and delivery of the course.
5. Include the impact of the course revision on existing transfer agreements and/or accreditations
6. Present to the Admissions Committee

## Review Period

Submit the proposal to the Administrative Assistant of Education Council for circulation to the program committees. The Administrative Assistant will help to determine which program committees should review the proposal. The program committees are to be given at least four weeks to review and respond to the proposal.

The proposal should be accompanied by an Education Council Cover Sheet (Appendix A) and include the following headings:

- Rationale
- Consultation
- Proposed implementation date
- Description of revisions
- Impact of revisions (some information gathered in the preparatory tasks may be included here)

## Revisions to Proposal

Consider the advice of the program committees and make revisions and/or provide responses as necessary (allow one week).

**Presentation to Education Council**

Submit the proposal for course revisions to the Administrative Assistant at least two weeks prior to the scheduled meeting of Education Council. The proposal will include comments of the program committees and the responses of the proponent. Proponent should be present at the Education Council meeting to introduce the proposal and answer any questions that arise. Approval of the proposal may be granted at the meeting or further revisions may be requested.

**Additional Revisions**

Consideration of the proposal at Education Council may result in the need for further revisions and possibly a resubmission to the Education Council.

**Archive**

Once the revisions are complete, submit the final approved document to the Administrative Assistant of Education Council for archiving.

# COMMUNITY AND INTERNATIONAL EDUCATION

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## Reporting Procedure for Non-Credit and Service Programs

Respecting the College and Institute Amendment Act, Section 14.1 (1.c.i. and ii): reports after implementation by the institution without prior review by the Education Council of new non-credit programs or programs offered under service contract.

Any College unit offering new non-credit programs or programs offered under service contract will report annually to Education Council in June. The report will be coordinated and compiled by the School of Community and International Education. Program information will include:

- Program name
- Program location
- Dates
- Number of participants
- Funding partner

For information purposes only, continuing education course statistics will be reported annually to Education Council, at the time of statistical submission to the Ministry of Advanced Education, Innovation and Technology (usually in June). This information will be drawn from statistics compiled in Student Services and Planning for reporting to the Ministry of Advanced Education and will be coordinated by the School of Community and International Education. General information will include topic areas, number of courses, number of participants, and region of offering.

**Courses** are defined as part-time or full-time offerings of fewer than four weeks duration.

**Programs** are defined as full-time offerings of at least four weeks in duration.

## APPENDIX A:

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### **PROPOSAL COVER SHEET**

**Document Link – to proposal coversheet**

[Education Council Proposal Coversheet](#)

# EDUCATION COUNCIL PROPOSAL Coversheet

To: EdCo Admin Assistant Date: \_\_\_\_\_  
From: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Proposal: \_\_\_\_\_  
Proposed implementation date: \_\_\_\_\_

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**This proposal will circulate to the following mandatory advisory program committees:**

Regional Program Committees, Educational Administrative Team, Admissions, Counselling & Advising, Accessibility Services, and Community & Continuing Education.

**Please circulate to the optional instructional program committees:  
(Circle or highlight) ALL or:**

ABT	ACDU	Business	CASS	CNET	CSS	Dental
ECCL	ESL/IE	HCAP	Library	LPN	MLTS	MRT
Nursing	SSWK	Trades	UT Arts	UT Science	Other:	_____

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Please be aware of the timelines required for developing, consulting, circulating, revising and submitting the proposal to Education Council. **The entire process takes approximately seven weeks after consultation with Admissions Committee.**

I UNDERSTAND THAT IN ORDER TO BE PLACED ON THE EDUCATION COUNCIL AGENDA, I WILL NEED TO SUBMIT MY REVISED PROPOSAL, IF REVISION WAS REQUIRED, TOGETHER WITH COPIES OF ALL RESPONSES RECEIVED, AND MY REPLIES TO THOSE RESPONSES, IF ANY, BY THE DEADLINE FOR SUBMISSIONS FOR THE EDUCATION COUNCIL MEETING I WISH TO ATTEND.

\_\_\_\_\_  
**Name – Proponent**

**X**  
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name – Educational Administrator**

**X**  
\_\_\_\_\_  
**Signature**

*(The signatures above are required prior to circulation and review by Education Council)*

For more information on Education Council follow the link to visit the website: [Education Council](#)



## APPENDIX B:

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# **COURSE OUTLINE GUIDE AND SAMPLE OUTLINES**

## Course Outline Requirement

### Course Outline Headings

A course outline will have the following items in the heading:

**CNC Logo**

**School** (e.g. School of Health Sciences)

**Program** (e.g. Medical Laboratory Technology)

**Course Number**

**Course Title**

Date of Delivery

**Total Course Hours (per semester or term)**

**Lecture / Lab / Clinic / Practicum hours (per semester or term)**

**Course Credits**

**Pre and Co requisites**

Instructor name and contact information

Office Hours

### A course outline will contain the following information:

**Course and Calendar Description – if different (calendar description should not exceed 80 words)**

**Learning Outcomes and/or Course Objectives**

Required Resources and/or Text

**CNC Academic Honesty and Student Conduct policy statement**

**CNC Accessibility Services policy statement**

Classroom Based Research statement (if appropriate)

Methods of Evaluation (refer to CNC Policy “Grading and Evaluation of Student Performance”)

**Grading Scale**

Topic Outline

**Transfer Equivalencies if applicable**

**The highlighted (bold) items cannot be changed without Education Council approval.**

As a rule, course outlines should not include course assignments. Instructors may provide additional information to students at the beginning of the course, such as assignment descriptions and details; however, that does not need to be a part of the course outline.

For further information on creating a course outline please see the British Columbia Council on Admissions & Transfer (BCCAT) web site: [www.bccat.ca](http://www.bccat.ca)  
<http://www.bccat.ca/articulate/request/outcomes>



## COURSE OUTLINE TEMPLATE

**School or Regional Campus** responsible for the course outline

**Department** responsible for the course outline information

**Program** credential and level

**Course Code and Number**

**Course title**

**Approved by Education Council:** Date

**Term:** Semester and year the course is offered

**Prerequisite:** identify course(s) that a student must have completed successfully prior to being allowed to register in this course. If there are none – indicate none.

**Co-requisite:** courses a student must take concurrently with this course. If there are none – indicate none.

**Credits:** # of credits assigned to this course

**Total Course Hours:** total course hours per semesters or term

**Lecture Hours:** total lecture hours per semesters or term

**Lab Hours:** total lab hours per semesters or term

**Clinic Hours:** total clinic hours per semester or term

**Practicum Hours:** total practicum hours per semester or term

**Instructor:**

Lecture: lecture times

Lab: lab times

**Office Hours:**

Office:

Phone:

e-mail:

EDCO PROPOSAL LEAVE BLANK

### CALENDAR DESCRIPTION:

Sentence or short paragraph to describe what the course is about, identical to what appears in the calendar description. It may contain information about the purpose, content, concepts, process and scope or focus of the course. Remember the calendar is a legal document so the calendar descriptions should accurately describe course content. Include key words to facilitate on-line searches. **It is recommended that this description contain no more than 80 words.**

### COURSE DESCRIPTION:

Provide an additional course description only if more detail than what is in the calendar description is required.

### COURSE GOAL and LEARNING OBJECTIVES:

List the learning outcomes from the perspective of the learner. Detail and clarity are essential here due to the requirements of credit transfer. Learning objectives/goals/outcomes identify the knowledge, attitudes, and skills students will be asked to demonstrate in the course and that are necessary for the student success in the course. They should be anticipated to apply to all students. If applicable, learning outcomes should specify use of any technology in application. This section may include employability or “generic” skills.

Please see the sample course outlines included in the Education Council handbook as an example of a well written course goal or learning objective.

**ACADEMIC HONESTY AND STUDENT CONDUCT: (standard paragraph – must be included in all course outlines)**

Students are expected to conduct themselves with academic integrity and in accordance with CNC's established standards of conduct. Penalties for misconduct, including plagiarism, cheating and personal misconduct are outlined in the *Standards of Conduct: Student Responsibility and Accountability* document found in the policies section of CNC's website. All students should familiarize themselves with this document.

[http://cnc.bc.ca/Visiting/CNC\\_Policies.htm](http://cnc.bc.ca/Visiting/CNC_Policies.htm)

**ACCESSIBILITY SERVICES (standard paragraph – must be included in all course outlines)**

Students who require academic accommodations as a result of a disability should advise both the instructor and Accessibility Services. Students requiring support should familiarize themselves with the College Access: Students with Disabilities policy.

[http://cnc.bc.ca/Visiting/CNC\\_Policies.htm](http://cnc.bc.ca/Visiting/CNC_Policies.htm)

**CLASSROOM BASED RESEARCH (standard paragraph – must be included in all course outlines where classroom based research applies)**

If classroom based research is conducted, the class will be instructed on appropriate ways of conducting research with human subjects based on the CNC Policy and Procedure for Ethical Research. The ethical framework for this study will be articulated by the instructor in the classroom.

**REQUIRED REFERENCES:** Typical text (s) and Resource Materials used in the course.

List to include, but not limited to the following:

Author Surname and initial	Title of material	Current Edition	Place of Publication	Published

**EVALUATION METHODS AND % OF TOTAL GRADE**

<b>STUDENT EVALUATION</b>		<b>LETTER GRADE / PERCENTAGES</b>	
Lab Activities	10%*	A+	90 % - 100 %
Pest Collections	20%*	A	85 % - 89.9 %
Lab Exam	10%*	A-	80 % - 84.9 %
Mid Term Exam	25%*	B+	76 % - 79.9 %
Final Exam	30%*	B	72 % - 75.9 %
Instructor Assessment	5%*	B-	68 % - 71.9 %
		C+	64 % - 67.9%
*Values may vary but the final Exam may not exceed 20-40% of the final grade or as specified by an external agency such as ITA. Competency based grading scale courses may weight a final exam up to 60%. Please review the Grading and Evaluation of Student Performance Policy <a href="http://cnc.bc.ca/Visiting/CNC_Policies.htm">http://cnc.bc.ca/Visiting/CNC_Policies.htm</a>		C	60 % - 63.9%
		C-	55 % - 59.9%
		D	50 % - 54.9%
		F	0 % - 49.9%

**Other Pertinent Information Relevant to Transfer** may be included here.

**COURSE CONTENT or TOPICS**

**This is a key component of a “transfer-friendly” course outline.** List in point form (more-or-less sequential), an overview of the typical main themes, issues, and concepts that will be explored, or activities (e.g. laboratory or practical components) in which students will be engaged during the course. Indicate approximate proportion of course devoted to each topic. Most receiving institutions require very specific listings of course requirements (particularly details about in-class writing assignments and final essay examinations) to assist them in the transfer assessment process. This is often referred to as a “tentative course schedule” and provides a draft schedule of the topics to be covered by week.

**SAMPLE**

# College of New Caledonia

BRITISH COLUMBIA • CANADA • WWW.CNC.BC.CA



**Prince George Campus  
Department of Psychology  
University Transfer Programme**

## **Psychology 208 (3) Introduction to Human Sexuality**

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**Approved by Education Council:**
**Term:** September 2017**Prerequisite:** Psychology 101 and Psychology 102

With a minimum D grade.

**Corequisite:** none**Credits:** 3**Total Course Hours:** 45**Lecture Hours:** 45**Lab Hours:** 0**Clinic Hours:** 0**Practicum Hours:** 0

---

**Instructor:**
**Lecture:****Lab:****Office Hours:****Office:****Phone:****Email:**


---

**CALENDAR DESCRIPTION:**

This course examines human sexuality from biological, psychological, and social perspectives. Topics will include sexual diversity, sexual anatomy and the sexual response cycle, psychosexual development, variations in sexual behavior, attraction and intimacy, contraception and abortion, sexually transmitted infections, gender, sexual orientation, pornography, and sexual coercion.

**COURSE GOALS AND LEARNING OBJECTIVES:**

After successfully completing this course students should be able to:

1. recognize the diversity of sexual attitudes and behaviors across cultures, especially noting where their own culture fits within this diverse spectrum.
2. describe biological aspects of human sexuality such as anatomy, development, responses and infections.
3. explain how different biological, psychological and sociological theories help predict sexual attitudes and behaviors.
4. evaluate the effect sexual attitudes and behaviors have on sexual health and safety.
5. remember and use appropriate terminology during class discussions.
6. locate reliable sources of information.
7. effectively communicate research findings
8. think critically about information by evaluating available evidence.
9. apply skills for self-directed learning.

**EVALUATION METHODS AND % OF TOTAL GRADE**

<b>STUDENT EVALUATION*</b>		<b>LETTER GRADE / PERCENTAGES</b>	
Assignments	16%	A+	90 % - 100 %
Mid Term Exam 1	25%	A	85 % - 89.9 %
Mid Term Exam 2	25%	A-	80 % - 84.9 %
Final Exam	34%	B+	76 % - 79.9 %
Exams will include all material from lectures and selected text book chapters. All exams must be written in order to pass the course. Inform me <u>before</u> an exam if you can't write it at the scheduled time. A make-up exam will be provided only if you have adequate reason for missing the exam (e.g. significant illness, bereavement).		C	60 % - 63.9%
		C-	55 % - 59.9%
		D	50 % - 54.9%
		F	0 % - 49.9%

\*It is possible to raise your midterm exam score if you show marked improvement on the final exam. For example, if on the final exam, you achieve at least 10% higher on material covered in midterm 1, then your midterm mark will be changed to the mean of the midterm and that section of the final exam that relates to midterm 1. The same goes for midterm 2.

**ACADEMIC HONESTY AND STUDENT CONDUCT:**

Students are expected to conduct themselves with academic integrity and in accordance with CNC's established standards of conduct. Penalties for misconduct, including plagiarism, cheating and personal misconduct are outlined in the *Standards of Conduct: Student Responsibility and Accountability* document found in the policies section of CNC's website. All students should familiarize themselves with this document.

[http://cnc.bc.ca/Visiting/CNC\\_Policies.htm](http://cnc.bc.ca/Visiting/CNC_Policies.htm)

**ACCESSIBILITY SERVICES** Students who require academic accommodations as a result of a disability should advise both the instructor and Accessibility Services. Students requiring support should familiarize themselves with the College Access: Students with Disabilities policy.

[http://cnc.bc.ca/Visiting/CNC\\_Policies.htm](http://cnc.bc.ca/Visiting/CNC_Policies.htm)

**REQUIRED REFERENCES:**

Pukall, C.F. (ed.). (2014). *Human Sexuality: A Contemporary Introduction*. Don Mills, Ontario: Oxford University Press.

**WITHDRAWAL POLICY:**

The College's policy concerning a student's withdrawal from a university transfer course is outlined in the CNC Calendar. Please read and familiarize yourself with this policy. Counsellors can help you through the process if, for personal reasons, you need to drop a course after the deadline.

# APPENDIX C:

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## PROGRAM COMMITTEES

<b>INSTRUCTIONAL PROGRAM COMMITTEES</b>
Academic Upgrading
Applied Business Technology
ASE
Business
CASS
Centre for Student Success/Student Services
Dental
ECCL
English Second Language/International Education
Health Care Assistant
Library
Med Lab Tech (MLTS)
Med Rad Tech (MRT)
Natural Resources & Environmental Technology
Nursing
Practical Nurse
Professional Cook
Social Services Foundations
Trades Programs
UT Arts
UT Sciences

<b>CORE PROGRAM COMMITTEES</b>
Accessibility Support Services
Admissions
Advising
Community & Continuing Education
Education Administration Team
Lakes District
Mackenzie
Quesnel
Vanderhoof

Please see the Education Council website for the up-to-date contact information for these committees.

[Education Council Website](#)



# APPENDIX D:

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## EDUCATION COUNCIL MEETING DATES

ALL MEETINGS ARE HELD ON A **TUESDAY AT 3:00 p.m.** IN THE BOARDROOM  
UNLESS OTHERWISE NOTIFIED

The meeting dates for the current year are posted on the CNC Education Council website: [Education Council Meeting Dates](#)

Please be aware of the timelines required for developing, consulting, circulating, revising and submitting the proposal to Education Council. The recommended planning schedule is outlined on page 23 of this handbook. **The entire process takes approximately seven (7) weeks** after consultation with Admissions Committee. In many instances, revisions to the proposal are required as a result of input from the Program Committees which may extend the timeline further.

Please contact the Education Council Administrative Assistant, if you have questions concerning the proposal timeline, or for information regarding how this will impact your proposed implementation date.

Administrative Assistant for Education Council and Admissions Committee  
(250) 561-5814 or extension 5814  
[edco@cnc.bc.ca](mailto:edco@cnc.bc.ca)

# APPENDIX E:

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## EXCERPTS FROM College and Institute Act [RSBC 1996] CHAPTER 52

### Appendix E: Except from College and Institute Act

#### Part 4 — The Powers and Duties of Boards and Education Councils

##### Powers of board

**19** (1) Subject to this Act, a board may do the following:

- (a) make bylaws for the orderly conduct of its affairs;
- (b) manage, administer and control the property, revenue, expenditures, business and affairs of the institution;
- (b.1) regulate, prohibit and impose requirements in relation to the use of real property, buildings, structures and personal property of the institution, including in respect of
  - (i) activities and events,
  - (ii) vehicle traffic and parking, including bicycles and other conveyances, and
  - (iii) pedestrian traffic;
- (b.2) regulate, prohibit and impose requirements in relation to noise on or in real property, buildings and structures of the institution;
- (b.3) for the purposes of paragraphs (b.1) and (b.2), provide for the removal, immobilization or impounding, and recovery, of any property associated with a contravention of a bylaw or other instrument made in the exercise of a power under this section;
- (b.4) set, determine and collect fees for the purposes of paragraphs (b.1) to (b.3), including in relation to approvals, permits, security, storage and administration, and expenses related to any of these;
- (b.5) regulate, prohibit and impose requirements in relation to nuisance on or in real property, buildings and structures of the

institution, including providing for remediation of a nuisance and recovery of the costs of remediation;

(c) establish committees it considers necessary and advisable;

(d) determine courses or programs to be offered or cancelled at the institution;

(e) manage and promote the educational or training programs offered at the institution, subject to sections 24 and 25;

(f) determine all questions relating to the qualifications for admission, subject to section 24;

(g) provide for the granting of diplomas, certificates and associate degrees and, subject to designation under section 5.1, baccalaureate degrees, applied baccalaureate degrees, applied masters degrees and honorary degrees to be awarded by the institution;

(h) establish and administer trust funds for scholarships, fellowships, exhibitions, bursaries, prizes and student loans out of money donated or made available for that purpose;

(h.1) impose and collect penalties, including fines, in relation to a contravention of a bylaw or other instrument made in the exercise of a power under this section;

(h.2) provide for the hearing and determination of disputes arising in relation to

(i) the contravention of a bylaw or other instrument made in the exercise of a power under this section, and

(ii) the imposition of a penalty under paragraph (h.1);

(i) perform other functions consistent with this Act that the board considers advisable for the proper administration and advancement of the institution.

(2) If there is a conflict between subsection (1) (d) and an agreement entered into by a board on or after July 7, 1983, subsection (1) (d) prevails.

(3) [Repealed 2004-33-4.]

(3.1) Without limiting subsection (1) (b), the board may collect fees on behalf of a student organization and remit those fees to the student organization.

(4) The board may pay to a municipality incorporated under an Act a grant in a year not exceeding the lesser of

(a) the amount that would be payable as general municipal taxes in the year on property of the institution within the municipality if the property were not exempt from these taxes, and

(b) the amount specified by the minister or calculated in the manner specified by the minister.

(5) The board must act as follows:

(a) at the request of the minister, prepare and submit budgets, financial statements, reports and other information that the minister considers necessary to carry out the minister's responsibilities in relation to institutions;

(b) provide for the conservation of any heritage property that is owned by, assigned to or in the possession of the institution;

(c) make bylaws establishing the following:

(i) fees and charges to be paid to the institution by students;

(ii) duties of members of the board or committees of the board in conflict of interest situations;

(iii) powers, duties and benefits of the president as chief executive officer of the institution;

(iv) reimbursement by the institution to members of its board for travelling and out of pocket expenses necessarily incurred by them in the discharge of their duties.

(5.1) to (5.3) [Repealed 2004-33-4.]

(6) Information requested under subsection (5) (a) may include personal information about a student.

(7) Personal information obtained under subsection (5) (a) or under section 170.2 of the *School Act* may not be used to make a decision respecting an individual student.

(8) For the purposes of subsections (6) and (7), "**student**" has the same meaning as in section 41.1.

(9) Subject to a requirement in this Act that the board act by enacting a bylaw, the board may act by bylaw or resolution.

(10) The board must hold a minimum of 4 meetings each year and the intervals between meetings should be approximately equal.

## **Repealed**

**20** [Repealed 2002-25-7.]

## **Student society fees**

**21** (1) Subject to subsection (2), on annual notice from a student society, the board must direct the institution to collect student society fees and remit them to the student society if

(a) the institution collected fees on behalf of the student society between June 1, 1998 and June 1, 1999, or

(b) the student society has been designated by regulation and the amount of the student society fees has been approved by a majority of the members of the student society who voted in a referendum of that student society.

(2) If a student society referred to in subsection (1) (a) or (b) changes student society fees, the new amount or the rate of change must be approved, before a notice is issued under subsection (1), by a majority of the members of the student society who vote in a referendum of that student society.

(3) On annual notice from a student society, the board must direct the institution to collect fees on behalf of a provincial or national student organization and remit them to the student society or directly to the provincial or national student organization, as may be agreed by the board and the student society, if

(a) the institution collected fees on behalf of the provincial or national student organization between June 1, 1998 and June 1, 1999, or

(b) the student society has held a referendum and the majority of the members of the student society voting in that referendum voted in favour of joining the provincial or national student organization.

(4) The board may direct that the institution cease to collect or remit student society fees to a student society if one of the following applies:

- (a) the student society fails to do one of the following in a timely manner:
  - (i) make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 42 of the *Society Act*;
  - (ii) inform the board in writing that the requirements set out in subparagraph (i) have been met;
- (b) the student society is struck off the register in accordance with section 71 of the *Society Act*.

### **Advisory committee**

**22** A board may

- (a) determine the number of members on a committee,
- (b) establish the terms of reference of and the procedures governing its committees, and
- (c) enter into an agreement with a person, including, with the prior written approval of the minister, the government of Canada or of a province, to establish an employer based post-secondary education or training course of instruction.

### **Advisory role of the education council**

**23** (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:

- (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution;
- (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;

- (c) reports after implementation by the institution without prior review by the education council of
  - (i) new non-credit programs, or
  - (ii) programs offered under service contract;
- (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
- (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
- (f) evaluation of programs and educational services;
- (g) policies concerning library and resource centres;
- (h) setting of the academic schedule;
- (i) policies on faculty member qualifications;
- (j) adjudication procedure for appealable matters of student discipline;
- (k) terms for affiliation with other post-secondary bodies;
- (l) consultation with community and program advisory groups concerning the institution's educational programs;
- (m) qualifications for admission policies;
- (n) criteria for awarding certificates, diplomas and degrees;
- (o) other matters specified by the board.

(2) Advice given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).

(3) The board must request advice on a matter under subsection (1) by giving the education council, at least 10 working days before the board will deal with the matter, the following:

- (a) the agenda items concerning the matter for the meeting of the board at which the matter will be discussed;
- (b) the date by which a statement setting out the advice of the education council must be given to the chair of the board.

(4) Despite subsection (3), if the board must deal with a matter under subsection (1) and there are substantial reasons why 10 working days' notice under subsection (3) cannot be given, the board must advise the education council, as soon as practicable, concerning

- (a) the matter,
- (b) the reason why notice could not be given under subsection (3), and
- (c) the decision taken on the matter.

### **Powers of the education council**

**24** (1) An education council must make bylaws for the conduct of the business of the education council including bylaws specifying the duties of members of the education council in conflict of interest situations.

(2) Subject to the policy and directives established under section 2 (1) (a), the education council has the power and duty to do all of the following:

- (a) set policies concerning examinations and evaluation of student performance;
- (b) set policies concerning student withdrawal from courses, programs and the institution;
- (c) set criteria for academic standing, academic standards and the grading system;
- (d) set criteria for awards recognizing academic excellence;
- (e) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
- (f) set curriculum content for courses leading to certificates, diplomas or degrees.

### **Joint approval**

**25** (1) To be implemented, decisions concerning the following matters must have joint approval:

- (a) curriculum evaluation for determining whether



(i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution, or

(ii) courses or programs, or course credit, from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution;

(b) other responsibilities of the board that, on the initiative of the board, the board and the education council agree are subject to joint approval.

(2) Subsection (1) (a) does not include curriculum evaluation based on instructional methods.

(3) An agreement under subsection (1) (b) may be terminated by

(a) the board giving written notice of termination to the chair of the education council, or

(b) the education council giving written notice of termination to the chair of the board.

(4) Joint approval given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).

(5) If joint approval on a matter described in subsection (1) is not attained within 60 days of the board or education council requesting the other to consider its proposal, the board or education council may refer the matter to the minister, and the minister, or the person the minister designates for the purposes of this subsection, may make the decision the minister or person designated considers most appropriate

# APPENDIX F:

## GLOSSARY

For a more detailed list of CNC Acronyms please follow the link below to the CNC Website: [CNC Acronyms](#)

ACDU	Academic Upgrading
ABESAP	Adult Basic Education Student Assistance Program
ACCC	Association of Canadian Community Colleges (name changed to CICan)
AGC	Academic Governance Council
ASE	Adult Special Education
ARC	Aboriginal Resource Centre
AVED	Ministry of Advanced Education
BCSAP	British Columbia Students Assistance Program
C&IE	Community & International Education
CCP	College & Career Preparation (name changed to ACDU)
CICan	Colleges and Institutes Canada
CSS	Centre for Student Success
CSW	Community Support Worker
CTC	Career Technical Centre
CTL	Centre for Teaching and Learning
CUPE	Canadian Union of Public Workers
EAT	Educational Administrative Team (CNC)
ECCL	Early Childhood Care & Learning
ELT	English Language Training
ESL	English as a Second Language
EMAT	English and Math Achievement Test
FA	Faculty Association

FPSE	Federation of Post-Secondary Educators of British Columbia
FTE	Full-Time Equivalent Student
GED	General Education Development
GPA	Grade Point Average
HCA	Health Care Assistant
HDM	Heavy Duty Mechanics Program
HK	Human Kinetics
HR	Human Resources
HRSDC	Human Resources and Skills Development Canada
IELTS	International English Language Testing System
MS	Media Services
ILTR	Institute for Learning, Teaching and Research (name changed to CTL)
ITA	Industry Training Authority
JET	Job Education & Training Program
KINS	Kinesiology
NIRS	Northern Institute for Resource Studies
PN	Practical Nurse
OA	Office Administration
OFA	Occupational First Aid
PD	Professional Development
PIDP	Provincial Instructors Diploma Program
SRA	Student Readiness Assessment
SCH	Student Contact Hour
SRS	Student Record System
SSWK	Social Services Worker
TARGET	Techniques for Access, Reaching Goals and Employment Training
TOEFL	Test of English as a Foreign Language
UT	University Transfer