Present: N Fassina, A Hay, W Gillett, C Newitt, A Krebs, S Bajwa, J Ragsdale, Y Khmelevsky, S Lembke, L Mallory, D Marques, S Choudhary, R Tyner, M Somerville, T Walters, A Alexander

Regrets: C Farrow, B Penfound, B Burge, B Wyatt

Absent: P Lefebvre

Guests: Y Moritz, K Kazimer, D Greebe, J Garrett, M Kline, L Lillies, B Ridgeley, S Johnston, V Simpson

Recorder: S Gayle

1.   **Determination of quorum and call to order**
      C Newitt called the meeting to order at 5:00 pm

2.   **Adoption of the agenda**
       Motion: A Krebs/D Marques
       That Education Council approves the agenda as presented.
       Carried

3.   **Business arising**
      3.1 Curriculum recommended by the CPRC   BUS
      -    B Ridgeley provided an overview of the revisions outlining that at the last Education Council meeting the Virtual Assistant (VA) program was approved. Some of the revisions presented represent an assessment of the Administrative Assistant program. These revisions include:
                   The addition of a VA course.
                   The combination/merger of two courses.
                   Reduction of assignable hours – reduced by six (6) hours to take into consideration the hours for Family Day.
                   The total program hours reduced by twelve (12) to take into account the hours for Family Day and Truth and Reconciliation Day – reduced from one thousand one hundred and ten (1110) to one thousand and ninety-eight (1098).
      -    B Ridgeley also outlined that the following changes were made to the Accounting/Booking Certificate:
                   Increase in program hours (from six hundred and thirty (630) to six hundred and sixty (660) hours).
      -    Consultation is also in progress to elongate the program to ten (10) months in the future.

      a.   **Course revision: OADM 110   Business Communication**
           Motion: M Somerville/A Krebs
           That Education Council approves the course revision: OADM 110 Business Communication as recommended by the CPRC - BUS:
           -    Communications course that was ninety (90) hours and included high level grammar content that was not needed. Course merged with Letter and Report Writing and hours increased by six (6).

- Students will learn the mechanics and will be able practice their own writing.
-

b. New course: GDE 110   Introduction to Graphic Design
Motion: A Hay/ L Mallory
That Education Council approves the new course: GDE 110 Introduction to Graphic Design as recommended by the CPRC - AFP:
- GDE 110 covers terminology, theory and the practice/concepts of graphic design. Also includes some aspects of project management.
Carried

c. New course: GDE 120   Your Digital Toolkit   Adobe Creative Suite Applications I
Motion: W Gillett/Y Khmelevsky
That Education Council approves the new course: GDE 120 Your Digital Toolkit – Adobe Creative Suite Applications I as recommended by the CPRC - AFP:
- GDE 120 introduces the use of software applications, typography and colour.
Carried

d. New course: GDE 130   Your Digital Toolkit   Adobe Creative Suite Applications II
Motion: S Choudhary/A Krebs
That Education Council approves the new course: GDE 130 Your Digital Toolkit – Adobe Creative Suite Applications II as recommended by the CPRC - AFP:
- GDE 130 builds on previous course (GDE 120) and has GDE 110 and GDE 120 listed as prerequisites.
- Culmination of work and pulling everything together with a capstone.
Carried

e. New program:

6. **In camera session**
   - None

7. **Date, time of next regular meeting**   Thursday, March 3, 2022 at 4:00 pm.

8. **Deadline for agenda items**   Wednesday, February 16, 2022 at 12:00 pm.

9. **Adjournment** at 5:32 pm.