



NEW NORTHWESTER Passages

Volume 9, No. 6

Northwest Community College

February 1996

COLLEGE SERVICES



PHONE (604) 635-6511

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Staff News

Anthony Adams resigned from the position of *First Nations Student Access Co-ordinator*, Western Region.

Brenda McCarron, Extension Services, Terrace has been granted a one year educational leave to pursue a Degree in Adult Basic Education.

Cafeteria sees changes....

Donna Martin recently resigned as *Cashier, Food Services*, to stay home full-time with baby Chad. *Marie Twomey* moves from *Food Steward* to *Cashier* and *Anna Dodd* replaces Marie as *Food Steward*.

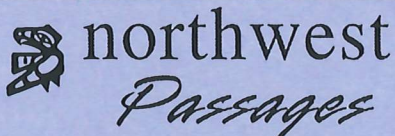
New services under consideration include: full colour capability, brochure production, letter-head and envelope imprinting and pamphlets to name but a few.

Along with this move comes a new telephone number (staff will be notified when it is issued). Another exciting possibility will be with the laying down of the fibre optic system. Any person who is connected will be able to submit their photocopying electronically to the Printshop for printing without leaving their workstation. It can be done by pressing a button on your computer.

This move is both exciting and positive as it not only allows for more space but also an opportunity to provide new services which will benefit everyone. It is hoped that an "Open House" invitation will be issued later in the year, once everything is in place and operating smoothly.

- Flip Cervo

Print Shop Supervisor



Help us keep you informed!

Submission deadline
1st Friday in the month

Deliver contributions by hand, internal mail or
FAX: 638-5461

to:

Carol Reynolds
College Services

Northwest Passages is produced monthly, with the exception of July and August.

PRINTSHOP IS ON THE MOVE

The Printshop currently located in 'F' Dorm, will be moving to a new and larger site. It will be located in the Old Warehouse building (still in Terrace) which is the metal clad building across from the Student Parking Lot.

The reason for the move is to accommodate a proposed expansion of services by the Printshop that require more space than currently available. An added benefit will be that it is closer to the shipping point and thus allows for better productivity.

Inside
.....

Safer Campuses
&
Education Council
Newsletters Feb/96

Perspective on Purchasing -

“WHAT IS AN AGENT?”

Now that we know what is needed to create an enforceable contract (Jan/96 Northwest Passages) the next issue is

Representation....What or Who is an Agent? What responsibility goes with the position?

An agent, according to the Canadian Dictionary of Law is, “One who acts for another whether for any form of remuneration or not -- includes an employee.”

There are two types of agents - the formal and the implied.

The formal agent as with the College is defined by the authority issued to the position through by-laws, policies or delegation by the institute or company that employs the person. The College states in its policies that the position is the chief procurement officer and as such allows the position to have certain powers relating to the signing of contracts and the commitment of funds.

Each and every employee is an agent of the College in that there is a perceived or inferred authority to the position they occupy. Some have a higher profile than others, yet the principle is the same. This is evident during a telephone inquiry or with a customer at the counter. The person expects the server to be able to satisfy their demands (infer authority). The server is in fact acting as an agent of the College. The major difference amongst the staff is reflected in the signing authority for the spending of monies. The public expects a senior manager to have more authority than a clerk, yet, when requesting service they do not see the difference.

The area of responsibility arises from the manner in which we act on behalf of the College. If a person were to introduce themselves as an employee of the College, no authority is inferred or stated. However, if a person were to say that I run a department at the College, then it could be implied that since you run a department, hence, you must have some authority, even though you only operate a photocopier. Clear, concise information as to the limit of your authority is important when dealing with others. This eliminates any potential problems that may arise from the miscommunication. Do not end up responsible for something you had no intention of starting. *Exercise caution at all times.*

- Flip Cervo,
Purchasing Agent

WHAT THE HECK IS IBT?

Have you heard the following terms lately and wondered what they mean?

IBT TCAP LEAC Education and Career Support Specialists, and; BC Benefits

All of these are related to the **IBT (Institution-Based Training)** Initiative of the Ministry of Skills, Training and Labour, which has had and will continue to have some very real impacts on the way we do things at Northwest Community College.

It might be helpful to understand what all this means.....

BC Benefits: This is the new name for the BC Welfare System. It refers to the benefits received by people on social assistance as well as benefits now available to the working poor of the province.

IBT (Institution-Based Training): This is one of the Ministry of Skills, Training and Labour's initiatives to assist people receiving BC Benefits to develop the skills needed to gain long term jobs. The college has been participating in the IBT initiative since the summer of 1994. The goals of the project include the following:

- * improve communication between colleges and others involved in the employment of income assistance recipients.
- * increase participation and success rates of income assistance recipients in the post secondary education system.
- * address attitudinal, systemic and financial barriers to successful post-secondary participation for students on social assistance.
- * increase access to both basic education and post secondary level skill training
- * improve linkages between upgrading and skill training in order to ensure “seamless” continuous movement between the elements of an individual's education and training plan.

For the first year, the main IBT project at NWCC was the **Terrace Community Access Program (TCAP)**. This successful program provided academic upgrading, study skills, job preparation, career and educational planning, and other

(Continues on Page 3)

employability skills to income assistance recipients. Internal college processes were also reviewed as we looked for ways to reduce barriers to access to the college: seamless transitions into other college programs from TCAP; revision of admission policies to remove artificial barriers; revised student tracking processes; improved community partnerships, especially with private training agencies and the Ministry of Skills, Training and Labour (Skills Development Division). The TCAP program was discontinued as of December, 1995 as a result of a Ministry request to broaden the scope of IBT to include all programs and all regions of the college.

Since the early fall of 1995, we have significantly expanded the IBT project. We hired three part-time *Education and Career Support Specialists* to help ease the transition of students into the college. These specialists serve as liaisons with MSS, MSTL, and other local funding agencies; they develop and implement strategies for removing barriers to success (such as financial costs, personal and family barriers, daycare, transportation, assistance with admissions and assessment, development of career plans, etc.); they identify "at risk" students and provide assistance to help these students continue in their training; and they provide advice and professional development for college staff to assist with student retention. The Education and Career Support Specialists provide these services for all college students, not just for social assistance recipients. At the moment, the Specialists are *Jayeson Shaffer* in Terrace and

Ross Hoffman in Smithers. A third position in Prince Rupert will soon be filled.

LEAC: One of the criteria for the IBT project is to set up a project planning committee. This committee, called the *Learning and Employment Access Committee (LEAC)*, has recently been formed. It includes representation from each college region and from students, the Ministry of Social Services, the Ministry of Skills, Training and Labour, CEC, First Nations Friendship Centres, and local Anti-Poverty Societies. The LEAC will provide advice to the IBT project, ensure that we are meeting project goals, and approve requests for funding additional training spaces if the college's existing spaces are being fully utilized.

You will be hearing even more about IBT and LEAC over the next few months. One of the criteria for the project is for us to significantly expand the number of spaces available to income assistance recipients within our base budget. If we meet this criteria we will have access to ongoing funding for IBT (up to \$200,000 per year) plus the ability to apply to a Ministry of Skills, Training and Labour fund of over \$6 million to provide additional seats within the institution. This presents us with some "challenges" as we look at ways to meet these criteria, but there is also an "opportunity" to access quite a bit of money to help serve the needs for more students. It also is an opportunity for us to compensate somewhat for the expected reduction to our base funding.

If you want any more information, please contact one of the college people involved in IBT: *Jayeson Shaffer*, *Ross Hoffman*, *Larry Bolingbroke*, or *Jim Stone*.

THE LAW & BENEFICIARY DESIGNATIONS



"Do you Know Who Your Beneficiary Is?" Many people mistakenly believe that a will, divorce, or legal separation agreement automatically overrules any previously designated beneficiary. This is not necessarily true as described in the following "real life" legal actions.

Will vs Insurance Policy Designation

Mr. S. was married to Wife #1 for 14 years. Wife #1 has custody of their 13 year old son. Mr. S. left a will naming Wife #2, his wife at the time of his death, as the sole beneficiary of his estate. Mr. S. also had a life insurance policy designating Wife #1 as the beneficiary, which he had never changed. The court held that Wife #1 was entitled to the death benefit of the life insurance since the policy's beneficiary designation remained unchanged, even if it was not the apparent intention of Mr. S.

Even if a former husband and wife have a Separation Agreement renouncing all right to the other spouses estate, this does not waive either's right to the benefits under an insurance policy when no change is made to the beneficiary designation.

(Continues on Page 4)

Separation Agreement vs Insurance Policy Designation

Mr. X and Ms. Y had a Separation Agreement containing the following wording: "It is declared that neither party has a claim against insurance policies owned by the other party and either party will execute such further assurances as are necessary to give effect to this declaration."

Before his death, Mr. X did not change the beneficiary from his separated wife, Ms. Y. The court found that Ms. Y was entitled to proceeds from the policy in spite of the provision in the Separation Agreement, as this provision was not a "declaration" within the meaning of the Insurance Act since the Separation Agreement did not identify the life insurance contract or designate a new beneficiary.

Irrevocable vs Revocable Beneficiary

In special cases, a life insured may want to appoint an irrevocable beneficiary designation, meaning that for special reasons (ie. due to the insistence of the beneficiary) the beneficiary designation is to be permanent and unchangeable. This may be done in the contract, or by a declaration (which could be in the form of a Separation Agreement) but not by means of a will. Such a declaration must be filed with the insurer at its head office or principal office in Canada during the lifetime of the person whose life is insured. Because of the seriousness of the implications, an irrevocable designation should only be made for good reason and where the insured fully understands the

consequences. For instance, the beneficiary cannot be changed without the knowledge and consent of the named beneficiary.

For all the reasons described above, it is imperative that we receive change of beneficiary designations in writing, with the policy number clearly noted and the Change of Beneficiary portion of the enrollment card duly completed.

The Onus is On the Life Insured to Complete ALL Necessary Documentation and Follow Legal Procedures

The law regarding beneficiaries are complex and there are many more situations than those described. Seek legal advice and be sure to compare the fees of several lawyers and/or notary publics.

- *WestPro BeneTips, Jan/96, Issue #1*

CENTRAL REGION



TERRACE

PHONE (604) 635-6511

FAX: (604) 638-5432

NASS

PHONE (604) 633-2292

FAX: (604) 633-2463

Terrace Centre

Multi-Culturalism in Education - Putting Yourself in the Picture

First Nations Access and Safer Campuses presented a series of workshops held throughout the college region during the first week of December/95. Carmen Rodriguez, SFU Multi-Cultural Education instructor acted as facilitator for a cross-section of college faculty, support staff and students. The second Terrace session examined organizational structure and mandate of the college, and produced many concrete suggestions regarding policies, programming and materials in the small group session. As a result the participants have been challenged to make NWCC a place where cultural diversity is respected and celebrated. *If you missed this workshop and have comments or suggestions, please call Mae Derrick at Ext. 5374.*

Berries in the Snow

Students and staff in Terrace were in for a special treat at noon on December 6th. Wolf Clan members of Gitanyow, Chief Biyoosxw, Lloyd Milton, Marie Hobenshield and Mae Derrick facilitated a "First Snow Feast". The origin of this feast, which is held annually in Gitanyow after the first snow fall, was related to the gathering. Students who are Wolf Clan members served ice cream and berries, as well as the traditional dish of berries, snow and oolichan grease. The "Hawal" took in \$69.70, plus donations of canned goods for the on-campus food bank. Thank you for your support.

- *Mae Derrick, First Nations Access Coordinator*

First Nations Education Council Underway

On December 8th members of several First Nations communities in the college region met to review the study "Stepping Stones to Improved Relationships: Aboriginal Equity and Northwest College. The recommendations of the study were welcomed as a necessary step in developing pathways for communications between the college and First Nations communities.

The next meeting has been tentatively set for January 26th in Terrace. We hope to increase the representation so all geographic regions and cultural groups have input in the decision-making processes regarding First Nations issues at NWCC.

- Mae Derrick, First Nations
Access Co-ordinator

DID YOU KNOW....

During Fall '95 academic term, 66 students at the Terrace campus asked for a peer tutor. Of that number, 57 were matched with one of our 13 tutors who had received training from the Student Success Coordinator.

Most students sought help with Mathematic related courses, such as Calculus, Applied Math, Statistics or Finance. There were also requests for help with Computer use, Chemistry, and Writing assignments.

NOTE: This semester tutors are available for all the above subjects with the additions of Biology & Psychology.

Need more information on the peer tutoring program in Terrace? Contact Dina von Hahn, Ext. 5364.

KODOS

Thanks to the NWCC Business Administration faculty in Terrace, *John Campbell, Cathay Sousa, Grant Bennest, David Himmelman, Betty Geier and Anna Mann* for your patience and assistance over the past 32 months. - Jerry.

Terrace Standard,
Jan. 17/96

THE ADULT SPECIAL EDUCATION STAFF...

Would like to thank *Del Torgalson, Ivar Hernes and their students* for donating time and materials for the special interest craft class.

CULINARY ARTS STUDENTS ARE THE BIG WINNERS!

The Culinary Arts students of Northwest Community College, Terrace recently catered the *Legion Provincial Curling Banquet* that was held at the Terrace Curling Rink, February 2nd. They've received many compliments and requests to do future banquets in the community.

Congratulations go out to Instructor, Nick Garcia and all the students involved on a JOB WELL DONE!

Terrace Little Theatre rises to the challenge in presenting David Mamet's controversial drama **OLEANNA**. The play is about the conflict between a professor and his female student. This escalates into charges that could end his professional career.

Mamet skillfully touches on the issues of social status and power as determined by education, economic standing, sex and vulnerability to manipulation.

This dynamic play is directed by NWCC, Terrace, U/C instructor, *Jo Patterson* and stars long-time and award-winning theatre members *Alan* and *Marianne Weston*. Alan also works at the Terrace campus.

OLEANNA runs at the McColl Playhouse in Terrace March 21, 22, 23, and 28, 29 & 30.

Tickets are available at Uniglobe Courtesy Travel in Terrace.

Long distance..... RESERVE TICKETS by calling the McColl Playhouse at (604) 638-1215. Leave your name, phone number, credit card # and expiry date, number of tickets required and the night requested.

Faculty Research Seminars

Brown Bag Lunch
12 noon (sharp) - 1 pm
Rm. 208 - Boardroom

Terrace Campus

Terrace Campus

Everyone Welcome

February

Marianne Scholtmeijer	Tues, Feb. 13	"Culture and non-human animals"
TBA	Tues/Thurs Feb. 20/22	"Exchange Programs"

Feb. 27 - 29 Reading Week

March

Shannon Mark	Tues, March 5	"Churchill - Bugs, Belugas, Bears & Bones"
Dr. John Krisinger	Thurs, March 14	"My kids are sugar-hyperactive, my wife allergic to MSG and I caught a cold in the fridge" - Medical Mystery -TOURS.
Jayeson Shaffer Karen Chrysler	Thurs, March 21	"Stress reduction: The Joy of Laughter 101" (Come out and have a few laughs)
Nick Garcia	Tues, March 26	"Good Food - Not all in the taste buds"
Ross Nicholson	Wed, March 27	"Carnivorous Plants"

Mark off these seminars dates on your Calendar!

GRADUATION /96 is coming! Saturday, May 4, 1996

NWCC STAFF REPRESENTATIVES ARE:

Prince Rupert: Sonja Chambers	Terrace: Ella Goodlad or Ellen Roberts
Kitimat: Laurie Kent	Hazelton: Marion Oke
Smithers: Heather Anderson	Houston: Charlotte Gorley

Pass this information on so everyone can be well prepared for the big day!
Ask a Centre representative for Graduation information and get registered early!

Prince Rupert Centre

Business Opportunities Challenge

The Prince Rupert campus challenges all full and part-time NWCC students to submit their business ideas to the "Business Opportunities Challenge Contest". Contest entries will be judged based on: originality, feasibility, clarity and consistency of concept.

The prizes for the winning entry include:

1. Entrepreneur Magazine's 25 hottest Businesses for the 90's (Windows-based, CD-ROM software).
2. Great American Franchise Opportunities (Windows-based software).
3. Business Plans that Win \$\$\$ (book).

CONTEST RULES:

1. Complete the application form (on back of this page, or, phone Prince Rupert campus (604) 624-6054, Ext. 5733 and leave a message for applications and/or additional details on the contest.

Prince Rupert applications can be dropped off at Room 1005 in the Annex Building. Out of town entries can be faxed 624-4920 or mailed to the Prince Rupert campus, 130 -1st Ave., Prince Rupert, B.C. V8J 1A8 ATTENTION: Business Admin. program.

2. Applicants must be a NWCC student.
3. Each person can submit up to four (4) entries.
4. The deadline for submissions is Feb. 29/96.

See next page for official application form.

Understanding Disabilities Week

Northwest Community College held "Understanding Disabilities Week from Nov. 20 to 24, 1995. On Wednesday, Nov. 22, Director, Beth Davies and Instructor, Lianne Gagnon spent their day in wheelchairs. They experienced many barriers, including the challenges of inaccessible restaurant ramps and narrow doorways. They also experienced hand blisters and sore arms which result from operating a wheelchair.

Various items were displayed in the main lobby throughout that week. Magnifiers, talking calculators, and specialized computer equipment were only some of the items displayed. On Thursday, Nov. 23 an "Open House", held in conjunction with C.N.I.B., was well attended by staff, students and members of the community.

The week of activities educated people on the various services NWCC provides to students with disabilities. The activities created a better understanding of the barriers individuals with disabilities face on a daily basis and illustrated the importance of ensuring an environment which facilitates life-long learning for all.

WESTERN REGION



PRINCE RUPERT

PHONE (604) 624-6054

FAX: (604) 624-4920

QUEEN CHARLOTTE ISLANDS

QUEEN CHARLOTTE CITY

PHONE (604) 559-8222

FAX: (604) 559-8219

MASSET

PHONE (604) 626-3627

FAX: (604) 626-3699

Safer Campuses Newsletter

March 1996

Men Can Act Together to Help Reduce Violence Against Women

Written by Larry Widen.

My daughter cannot walk our dog where and when she wants, because of fear of violence from men. My young granddaughter, who invokes feelings of love and hope in me, will not walk in freedom if men do not act for change now.

Some people believe that only romance or sex can be the motivation for relationships between men and women. Most men fear they will lose their perceived control in romance and sex if the traditional male and female roles are altered. Romantic love can blossom where men and women are equals and friends. Partnership, not control, is the key.

Learning to relate to women as equals has doubled the number of friends I can enjoy and has opened up new intellectual stimulation, understanding of humanity and personal fulfillment. Few men are able yet to share friendship and conversation as most women can.

A lot of men have learned how to "act" toward women when required. This superficial "knowing how to act" leads to hidden resentment and confusion. As men we must learn that equality, respect, friendship and even love for a woman without romance or sex is possible and rewarding.

The horror of December 6, 1989, has caused me to conclude that just to be able to say, "I am not one of those men" is not good enough. As men who have had the good fortune to be able to truly enjoy women as close friends, we must now help them.

Men are often heard to ask, when they know of a woman being harassed, "Why did she put up with such remarks or actions?" As men, we must ask ourselves, "Why do we leave it up to our female friends to challenge men with such ignorant and disgusting attitudes?"

My December 6 commitment is this: I will seriously challenge 14 men who make hurtful, harmful, degrading remarks or actions toward women, before next December 6. I am requesting that all men who have women as close friends do the same.

Collectively, as men we are the problem. Collectively, as men we must become the solution.

I make this commitment with the hope of increasing male support for all women, and in respect for my loving wife, without whose understanding I would be incapable of offering support

Reprinted with permission from Sisterhood, the newsletter publication of Women's Programs, B.C. Federation of Labour

Northwest Women's Film Festival
"And a good time was had by all!"

✓The Film Fest in the region was a great success. Reports from Prince Rupert indicate that women are trying to keep this initiative happening and perhaps form an international film coalition.

✓In Terrace, several men and women came out to the Women's Centre and the College for a full day film marathon. A particular favourite was "We're Talking Vulva" from Five Feminist Minutes.

✓In Hazelton and Kitwanga films were shown throughout the week. Special focus was given to films about First Nations Women.

Thanks need to go out to: Dawn Dalley, Debbie Evans, Karla Henning, LRC Staff, Anne Peltier and the women in charge of The Women's Monument Project.

♀

SAFETY WEEK

will occur March 4th through 8th. This week will feature information on racism, ablism, violence against women, harassment, self defense, communicable diseases, first aid, etc. Its going to be a **fun and informative** week at NWCC. Those who are interested in helping to organize at their campus and those who have theme ideas should contact Melissa at local 5229.

How Common is Sexual Harassment?

According to figures recently released by the BC Council of Human Rights, sex discrimination, including sexual harassment and discrimination because of pregnancy, continue to top the list of human rights complaints filed in the report year of 1994-95.



QUOTE OF NOTE

"It's better to wear out than to rust."

Mary Ann Shadd Cary
(1823-1893)

Cary was the first black newspaperwoman in North America, was a human rights advocate who founded the Anti-Slavery Society in Toronto in 1851.

Education Council News

February 1996

Volume 1 Issue 4

THE PEOPLE THAT REPRESENT YOU!!!

The following people represent the College community:

Kathy Bedard (Chair)	Prince Rupert	5715
- Support Staff (other than Terrace)		
Larry Bolingbroke	Terrace	5453
- Developmental Education - Terrace		
Cheryl Brown	Terrace	5371
- Health		
Ron Correll (Vice Chair)	Kitimat	5607
- Business Administration		
Doug Foster	Terrace	5236
- Careers		
Ella Goodlad	Terrace	5340
- Support Staff (Terrace)		
Kate Greenall	Hazelton	5328
- appointed		
Clive Hall	Kitimat	5603
- appointed		
Norma Kerby	Terrace	5251
- University Credit (Terrace)		
Terrie McAloney	Smithers	5808
- Office Careers/Office Tech		
Tirso Morales	Prince Rupert	5737
- University Credit (Other than Terrace)		
Patrick Rife	Terrace	5402
- appointed		
Larisa Tarwick	Terrace	5317
- appointed		
Del Torgeson	Terrace	5284
- Trades and Cooking		
John Wood	Prince Rupert	5725
- Development Ed (other than Terrace)		
Dave Weaver	Hazelton	842-6710
- Technical		
Janet Stewart	- Student Rep - Terrace	
Glen Stromness	- Student Rep - Terrace	

The official recording secretary is Rhoda Burke, local 5726

Standing Committees of Education Council

For your information, the Education Council made some significant changes to the names of the Standing Committees, primarily to better reflect the committee's actual responsibility.

- * **Course/Program Curriculum and Articulation (Internal and External)**
Chair: Norma Kerby
- * **Educational Policy and Regulation**
Chair: Ron Correll
- * **Student Appeals, Policies and Procedures**
Chair: Tirso Morales
- * **Instructional and Professional Development**
Chair: John Wood
- * **Student Success:**
Chair: Kate Greenall
- * **Learning Resources and Technology -**
Chair: Terri McAloney
- * **Admission, Assessment, and Awards -**
Chair: Ella Goodlad
- * **First Nations Participation and Education**
Chair: Larisa Tarwick
- * **Partnerships and Continuing Education**
Chair: Kathy Bedard
- * **International Education**
Chair: Doug Baker

EDUCATION COUNCIL IS REPRESENTED ON....

- Board of Governors - Ex-officio
- Operational Planning Steering Committee
- Strategic Planning Steering Committee

FOR INFORMATION ABOUT EDUCATION COUNCIL AND/OR IT'S STANDING COMMITTEES CALL

Kathy Bedard (local 5715) OR Ron Correll (local 5607)

Your input is valuable to Ed. Council

Your input is necessary to make Education Council a valued resource. If you wish to participate in any of the following Standing Committees of Education Council, please call my local 7515 and leave a message on my voice mail regarding your name, your locale, your local and the committee of choice!

Hope to hear from you!!!!

MEETING DATES

The Education Council has set meetings dates for the upcoming fiscal year, locations will be published in our next newsletter. All staff are invited to attend these meetings.

February 16 - Terrace
March 15 - Prince Rupert
April 19 - Terrace
May 17 - Kitimat
June 21 - Houston

STUDENT REPRESENTATIVES ARE NEEDED!

THE *STUDENT VOICE* NEEDS TO BE HEARD ON EDUCATION COUNCIL!

A election must be held yearly to determine who will represent the student population of Northwest Community College.

A election will be forthcoming for all four seats within Education Council. Contact the Registrar of Northwest Community College for more information.

GET INVOLVED!

Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.

NEW COURSE/PROGRAM DEVELOPMENT PROCESS

Are YOU preparing to develop a course or curriculum for a new program.

With the establishment of Education Council, a system has been put in place to ensure that a fully consultative and documented process takes place. This way, all relative programs will be knowledgeable regarding the progress of your development.

For a New Program Offering:

Please contact Larisa Tarwick's office to get a New Program Development Submission Form.

For a New Course offering within a Program:

Please contact Bev Kealty to pick up a New Course Development Submission Form.

Once completed, these forms should be submitted Education Council's standing committee on Articulation and Curriculum Development.