



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 22, 2011
Dawson Creek Regional Board Room
Fort St John Room 130

Participants:	David Batterham Trina Goebel Greg Lainsbury Denise Menard Kristina VanDeWalle	Rochelle Galbraith Eugene Hasiuk Patricia McClelland Laurie Rancourt Judy Seidl (Recording)
Absent:	Janet Beavers Istvan Geczy Anna Hughes	Michael French Craig Herbert Donna Merry
Guest(s):	Wendy Dokken Jeff Lekstrom	Connie Kaweesi

"We acknowledge the traditional owners of the land on which we meet today."

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, May 25, 2011

11.06.01 M/S – GOEBEL/VANDEWALLE

THAT the minutes of May 25, 2011, be adopted as circulated.

CARRIED

3. Action List

Honorary Credential - L. Rancourt reported she had contacted a number of her peers regarding the issuance of honorary credentials and found that most issue an Honorary Diploma as opposed to an Honorary Associate of Arts Degree. Her suggestion was to move forward with something that is comfortable for our institution and revise our policy to confer an Honorary Diploma.

ACTION: A change to our policy will be brought back to the September Education Council meeting.

Mining Fundamentals (WFTR 245, 248 and 249) – The three Workforce Training courses which were submitted at the May 2011 meeting and asked to be brought back to the June 2011 meeting with clarifications made to learning outcomes, will be submitted again in September.

ACTION: WFTR 245, WFTR 248 and WFTR 249 to be submitted in September.

K. VanDeWalle gave a brief summary report of the two sub committees who were asked to address issues with regards to admissions and new program proposals. Due to the large overlap of information, it was decided to combine the two committees into one and more information is being collected and compiled before any suggestions can be made to the Administration Committee. Another meeting is planned for a later date.

Decision Items

4. Applied Business Technology Revised Program Information and Completion Guides a) ABT Office Assistant b) ABT Administrative Assistant c) ABT Financial Assistant

W. Dokken advised the overall hours of all three programs will remain the same, however moving courses between semesters would make the workload for students more manageable. Concern was expressed about the September 2011 effective dates of the three programs being submitted. K. VanDeWalle informed members that all acceptance letters for the three programs had already been sent and changing hours between semesters at this late date would affect students' financial aid. W. Dokken emphasized the changes to the documents would be highly beneficial to student retention rates. K. VanDeWalle agreed and will ask Recruiters to deal with the changes and reissue documents.

11.06.02 M/S – MENARD/GOEBEL

THAT the Education Council approves the revised Program Information and Completion Guides for the Applied Business Technology Administrative Assistant, the Applied Business Technology Office Assistant and the Applied Business Technology Financial Assistant programs as amended.

CARRIED

W. Dokken left the meeting.
C. Kaweesi joined the meeting.

5. Health Care Assistant Revised Program Information and Completion Guide

Recent changes to the Criminal Records Review Act, effective January 1, 2012, administered by the Ministry of Public Safety and Solicitor General require Health Care Assistants to complete two Criminal Record Checks. C. Kaweesi requested the changes being made to the Program Information and Completion Guide for the Health Care Assistant program be effective immediately in order to make the changes applicable to the new intake of students. R. Galbraith questioned the wording in the Admissions section which implied that all students who apply before August 1 will be guaranteed a seat in the program. All agreed the entire line could just be removed. C. Kaweesi also suggested in light of the changes being made by the Ministry of Public Safety and Solicitor General that other programs may be impacted as well.

11.06.03 M/S – BATTERHAM/VANDEWALLE

THAT the Education Council approves of the revised Program Information and Completion Guide for the Health Care Assistant Program as amended.

CARRIED

C. Kaweesi left the meeting.

6. University Arts and Sciences

Revised Course Outlines:

- a) BIOL 111 Anatomy and Physiology I**
- b) BIOL 112 Anatomy and Physiology II**

A one hour tutorial per week is being added to both course outlines as this would provide students additional time with an instructor to discuss any difficulties they are experiencing. A question was raised as to whether increasing a course's hours would also increase the cost to the student. L. Rancourt pointed out that tuition tables have already been published and we have a legal obligation not to raise these rates. She suggested making these outlines effective for the September 2012 year and finding an alternative solution for including these hours for the September 2011 year. All agreed.

11.06.04 M/S – BATTERHAM/GOEBEL

THAT the Education Council approves of the revised course outlines BIOL 111 Anatomy and Physiology I and BIOL 112 Anatomy and Physiology II for the University Arts and Sciences program to be effective for September 2012 as amended.

CARRIED

C. Broberg left the meeting.

J. Lekstrom joined the meeting.

**7. Information and Communications Technology
(formerly Northern Collaborative Information Technology)
Revised Program Information and Completion Guide**

The name of the Northern Collaborative Information Technology certificate program has been revamped by the collaborative partners as they all agreed a name change is necessary to avoid the confusion the term "Northern Collaborative" is causing students seeking an Information Technology program. The removal of the Care 105 course was as a result of the finding that the applicant's skill levels were well beyond the outcomes required in the Care outline. G. Lainsbury advised that the course codes and numbers for this program would also be changing in the future and asked that these changes also be approved and done as the need arises.

11.06.05 M/S – LAINSBURY/MENARD

THAT the Education Council approves of the revised Program Information and Completion Guide, changing the name of the Northern Collaborative Information Technology program to Information and Communications Technology program as well as changing the codes and numbers of the course outlines, when necessary, as presented.

CARRIED

Information/Discussion

8. Trades and Apprenticeship Safety Policy

Due to organizational restructuring and a shift in program responsibilities, the updates to the Trades, Apprenticeship and Technology Safety and Attendance policy more accurately reflects the needs of all trade, apprenticeship and technology programs regardless of program length. Adopting the 5% rate of total program hours in regard to absenteeism makes it clear to all students and consistent between all faculty members. A request to change the word 'Minor' to 'Under 19' was addressed and a decision to look into the matter further with regards to implications of the Freedom of Information and Protection of Privacy Act was suggested by L. Rancourt.

9. Honorary Degree Discussion (no documentation)

Item addressed under Action List section.

10. Provincial Academic Governance June 2011 Discussion Board

P. McClelland advised the document is for information purposes only and if anyone has any questions to just contact her.

Next Meeting – September 28, 2011

Adjournment – 2:25 p.m.

These notes are not officially approved until initialed by the Chairperson. They could be subject to amendment. _____