



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of November 23, 2011
Dawson Creek Regional Board Room
Fort St John Room 183

Participants:	David Batterham Jade Bouchard Howard Mayer Donna Merry Peter Nunoda Steve Roe	Janet Beavers Rochelle Galbraith Patricia McClelland Janine Napoleon Laurie Rancourt Sara Ross Judy Seidl (Recording)
Absent:	Leah Black Trina Goebel	Istvan Geczy Michael French
Guest(s):	Jennifer Bowes Kristina Van De Walle	Shauna Goertzen Lisa Verbisky

Acknowledgement

It is a privilege to honor the many nations participating in our college community and to thank you for sharing your traditional lands with us. All my relations.

1. Adoption of Agenda

ADDED 2 Program Information and Completion Guides to Item 7

Agenda was adopted as amended.

2. Adoption of Minutes, October 26, 2011

11.11.01 M/S – MAYER/BATTERHAM

THAT the minutes of October 26, 2011, be adopted as circulated.

CARRIED

3. Action List

Honorary Credential – To be discussed as Item 9.

Sub-Committee Meetings – January 2012

Terms of Reference – P. McClelland advised a teleconference to discuss the sub-committee terms of reference was held and information will be posted to the D2L site. She invited everyone to post any ideas there to be brought back to the January meeting.

Decision Items

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

K. Vandewalle advised, currently students are admitted to the program based on an unsupervised, take-home exam which is unacceptable to the Sponsors who fund the program. Sponsors want a more standardized test, and are requiring students to take a Canadian Adult Achievement Test (CAAT) as well. Students are also being admitted without the basic comprehension skills necessary to be successful in the program. Admission criteria for all three programs have been upgraded to meet the Sponsor's requirements. L. Rancourt inquired if there are any students already registered for the September 2012 intake and K. Vandewalle assured her, Recruiters are holding off until the changes go through Education Council. Some grammar and spelling errors were pointed out and corrected.

11.11.02 M/S – ROE/GALBRAITH

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

CARRIED

K. Vandewalle left the meeting.

- 5. Revised Program Information and Completion Guides**
a) Associate of Arts Degree (AHCOTE)
b) Early Childhood Education and Care Diploma
c) Education Assistant Certificate
d) Education Assistant Diploma
e) Health Care Assistant Program
f) Social Services Worker Diploma

Effective January 2012, Bill 20-2010 requires a Ministry of Public Safety and Solicitor General Criminal Record Check (SG/CRC) for all programs in which students are dealing with children or vulnerable adults. The RCMP criminal record check will no longer be required. A note has been added to all the affected programs advising students that the criminal record check is not an admission requirement to the program itself but will be necessary for them to attend any practicum component within the program.

P. Nunoda inquired as to who would look after this process to ensure that all students meet the proper requirements. S. Roe agreed there is a good deal of 'behind the scenes' work involved and that the paper flow issue is still being discussed however the bulk of it would most likely be handled through the Registrar's office. Some discussion followed in regards to the pros and cons of making it an admissions requirement. As a result many members felt the paragraph lacked a certain amount of clarity. For instance, what if the Criminal Record Check

comes back with a negative result? It should be made clear to students in that event, they would not be able to participate in a practicum nor would they be able to successfully complete their program. Students should also be informed that it is incumbent upon them to report any criminal convictions that may occur after they have received a clear criminal record check and are still registered within the program. S. Roe agreed to include these suggested changes in the paragraph.

11.11.03 M/S – NUNODA/MAYER

THAT the Education Council approves of the revised Program Information and Completion Guides for the Associate of Art Degree (AHCOTE), Early Childhood Education and Care Diploma, Education Assistant Certificate, Education Assistant Diploma, Health Care Assistant, and Social Services Worker Diploma programs as amended, pending changes to the Program guides as suggested at the meeting.

CARRIED

ACTION: S. Roe to include in the paragraph, information on the consequences of receiving a negative result on a Criminal Record Check and what the students' responsibility is in the event they are convicted of a criminal offense once they have already received a clear Criminal Record Check but have not yet completed their program.

6. Practical Nursing

Revised Program Information and Completion Guides

New Course: PNUR 099 Anatomy and Physiology for Practical Nurses

The College of Licensed Practical Nurses of British Columbia (CLPNBC) has indicated that the new provincial curriculum is the only Practical Nursing curriculum that will be recognized in the province of British Columbia. One of the admission requirements of the new program is that students must complete an Anatomy and Physiology course within five years before the start of the program. PNUR 099 Anatomy and Physiology for Practical Nurses has been developed to address this requirement.

D. Batterham expressed concern and questioned as to how this new course compared with BIOL 050 Provincial Biology (Human). S. Roe pointed out that Biology 12 is already a requirement to the program and BIOL 050 is essentially the equivalent. He also pointed out Northern Lights College offers an academic version of Anatomy and Physiology which includes a lab component and is a University level course more appropriate for a Bachelor of Science in Nursing. P. Nunoda reminded members this is a provincial curriculum and not up for debate, he also noted provincially, the review process is still ongoing. L. Rancourt suggested taking some of these ideas to the provincial group as feedback, to make sure that these questions are being addressed. P. McClelland advised that this question has been discussed at the Academic Governance meetings as well. S. Roe noted some changes to the Program Information and Completion Guide, decreasing the total program hours from 1910 to 1850 and increasing the number of weeks from 64 to 67.

11.11.04 M/S – NUNODA/MERRY

THAT the Education Council approves of the revised Program Information and Completion Guide as amended and the new course outline, PNUR 099: Anatomy and Physiology for Practical Nurses as presented for the Practical Nursing Program.

CARRIED

J. Bowes, S. Goertzen and L. Verbisky joined the meeting.

**7. Geomatics (Surveying) Engineering Technology
Revised Program Information and Completion Guides
a) Geomatics Engineering Technology (Academic)
b) Geomatics Engineering Technology (Foundational)**

The current Geomatics (Surveying) Engineering Technology program includes a number of academic courses required by the British Columbia Institute of Technology (BCIT) for students wishing to obtain a diploma or degree in the field of Geomatics. The academic emphasis limits access to the program for otherwise qualified applicants who don't wish to further their education and are looking for jobs as technicians. By offering two streams, one including the academic components and the other not, we can reach out to a broader audience, including those people already working in the field who are looking for a credential but aren't looking to go on to higher education. The core geomatics courses are identical in both streams. If students wish to upgrade their foundational certificate and pursue diploma-level training at BCIT, they would only be required to complete the additional academic courses.

11.11.05 M/S – NUNODA/BATTERHAM

THAT the Education Council approves the revised Program Information and Completion Guides offering two streams, Foundational and Academic, for the Geomatics (Surveying) Engineering Technology program as amended.

CARRIED

R. Galbraith requested some clarification on the math requirements for the Foundational level program. After some discussion, S. Roe would verify that the requirement should be Math 11 (Foundations) not Applications. P. Nunoda inquired as to how foundational students could take the required academic courses for the academic stream if the admission requirements aren't the same. S. Goertzen suggested the students could take upgrading along with the foundational program or obtain it later if, and or when they decide they would like to move on to higher education. Concern was expressed as to how employers would distinguish between the two streams. S. Roe pointed out the distinction is in the title of the credential. P. Nunoda suggested the academic stream stay the same as it was in the past as this is what the employers in the area are used to and to change the name of the foundational program to "Applied Certificate in Geomatics Engineering Technology." S. Goertzen agreed to the suggested credential name changes.

S. Goertzen and L. Verbisky left the meeting.

8. Visual and Graphic Communication Arts Revised Program Information and Completion Guides

A number of changes are being suggested for the Visual and Graphic Communication Arts program. S. Roe advised the program is also looking at the two stream approach and have incorporated both streams into one program guide because the two streams are similar. J. Bowes explained the current name of the program includes the term "Graphic Communication Arts" which implies we teach advanced design courses which are traditionally offered in the second year of programming so changing the name to "Visual Arts" more accurately reflects what is being taught. She also alluded to the challenge of making the program accessible to everyone including dual credit students, mature students and those interested in furthering their education at another institution. She mentioned the difficulty our students experience with English when transferring on to an institution such as Emily Carr and the need for adding an English prerequisite to our program. This has also created a stumbling block in applying for block transfers to other institutions.

P. Nunoda requested clarification of the admission requirements. Previously prospective students were only required to submit a portfolio of their work. Now in addition to this we would be adding a math and english requirement. Confusion was expressed by a number of members as to how the admission requirements would work across the board for all of the students and how would this be beneficial to admitting more students. P. Nunoda pointed out by making Math and English a requirement for all students, we would be recruiting to the highest level, those students wishing to continue on to higher education. D. Merry suggested a solution to this would be to have two program guides, one for the academic stream and one for the non-academic stream. L. Rancourt felt that incorporating both streams into one would have a huge potential for confusion for the students. She also pointed out that recruiting for the September 2012 term has already begun and there are already marketing materials distributed describing the requirements for the current program. R. Galbraith confirmed changing the requirements at this stage is very late and students have already enrolled in their classes for the winter term, not giving them much time to plan for any changes. J. Bouchard (student member) also confirmed, students need to know this type of information well in advance. P. Nunoda stated, since it is incumbent upon us to make sure students understand what the requirements are that we make the changes effective for the September 2013 term. S. Roe ceded, if the collective wisdom is to have two guides they could bring this back to January meeting. L. Rancourt reiterated the importance of considering timelines when making a submission especially when it involves admission requirements.

11.11.06 M/S – NUNODA/ROE

THAT the Education Council approves of the revised Program Information and Completion Guide for the Visual Arts Program.

Deferred to January or February meeting

ACTION: Program Information and Completion Guide to be resubmitted as two separate guides and to be effective for the September 2013 term.

11.11.07 M/S – McCLELLAND/GALBRAITH

THAT the Education Council approves of extending the meeting to 3:45.

CARRIED

S. Ross and J. Bowes left the meeting.

Information/Discussion

9. Honorary Associate of Arts Degree – Policy Revisions

L. Rancourt proposed two amendments to the Honorary Associate of Arts Degree Education Policy. One is to change the month nominations are received from within the College community from January 30th to October 30th and the second is to change the date recommendations come to the College Board from March to January. These suggested changes would be effective for the 2012-2013 year. Submissions for 2011-2012 will be according to the existing policy.

P. Nunoda acknowledged our student members and let them know how much we appreciate their participation. All agreed.

Adjournment – 3:45 p.m

Next Meeting – January 25, 2012

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