

Participants:

Faisal Rashid (Faculty At Large) *Chair
Brandon Mackinnon (Faculty At Large) *Vice-Chair
Sweetzelle Ira Arago (Student)
Heather Cobbett (Faculty At Large)
Tracy Donnelly (Administration)
Rob-Roy Douglas (Faculty At Large)
Kristel Anne Echano (Student)
Andrey Florita (Student)
Darren Giersch (Staff)
Loren Lovegreen (Administration)
Ruth Angelique Marquez (Student)
Bruce McKay (Faculty At Large)
Debbie Mingo (Staff)
Howard Moody (Faculty At Large)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Audra Holloway (Recording)

Absent: Bryn Kulmatycki Mike Gilbert Josh Klassen
Lynette Forrest Cindy Page

Guest(s): Lisa Verbisky

Territorial Acknowledgement:

Northern Lights College expresses gratitude for the First Nations people of the Cree, Dene, Dane-zaa, Kaska, Sauleau, Tse'khene, Tahltan and Tlinglit for sharing their territory with us.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, October 27, 2021

21.11.01 M/S –DOUGLAS/MCKAY

Motion: *THAT the minutes of October 27, 2021 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – nothing to report

B. McKay left the meeting

Decision Item(s)

4. DRAFT E-1.08.03 Academic Integrity Standing Committee Terms of Reference

L. Verbisky explained that the group made small changes to the document around the establishment of the adjudication working group. She added that the changes included an increase in the number of faculty that could be appointed to the working group.

H. Moody pointed out a grammatical error on page 2 – it should be “...is at least 50% of members, plus one.”

21.11.02 M/S –THOLA/COBBETT

Motion: THAT the Education Council approves the revised E-1.08.03 Academic Integrity Standing Committee Terms of Reference document, effective November 24, 2021 as amended.

CARRIED

5. DRAFT E-1.08 Academic Integrity Policy

L. Verbisky explained that it was discovered that the policy required revisions regarding student access to evidence collected, aligning the policy with the current Student Appeal policies and language used regarding withdrawal, suspension, and expulsions.

M. Thola asked about a timeline regarding the decision for the students. L. Verbisky answered that a final decision timeline was omitted by design. Adding that a strict timeline is very difficult for a small institution with hundreds of transgressions per term and that it is in the student’s best interest that the team have time to study each case carefully.

M. Thola asked about the ‘past’ students and the process regarding the outcome. L. Verbisky explained that the policy was for both current and past students (whether domestic or international).

M. Thola asked about the language used regarding Senior VP -vs- President regarding the suspensions and expulsions. L. Lovegreen answered that she is awaiting communication from a lawyer in regard to the language that should be used.

F. Rashid explained that following process, the Draft Policy would be forwarded to L. Lovegreen (Chair, College Policy Committee) for review. He added that from there the College Policy Committee would put any recommendations for consideration into a letter/email to the Education Council Policy Subcommittee, who would then present a Final Draft to Education Council for approval.

21.11.03 M/S –MOODY/DOUGLAS

Motion: THAT the Education Council approves the forwarding of the Draft Academic Integrity Policy (E-1.08) to the College Policy Committee for Review as presented.

CARRIED

6. Revised Welding Foundation Program Guide

A. Holloway explained that the submission was simply to correct the title of the credential listed at the top of the Program Guide. The title of the credential had been unintentionally changed at the October 2021 meeting.

H. Moody asked about the wording of the Program Description containing only about what a welder 'might' do as a job – not what the student would be learning at NLC. Group decision to send comment to Leo Manning, Dean of Trades.

21.11.04 M/S –MOODY/THOLA

Motion: THAT the Education Council approves the corrected Program Information and Completion Guide for Welder Foundation, effective September 2022 as presented.

CARRIED

Subcommittee Standing Reports

7. Education Policy Subcommittee

L. Verbisky reported that the group had finished the Draft versions of the Academic Integrity Policy and TOR and have moved on to the Student Appeals policies. She added that the subcommittee have proposed moving the Student Appeals into three separate policies – Grade Appeal, Academic Appeal, and the *Non-Academic Appeal* (which had been referred to the College Policy group)

F. Rashid asked Faculty members if they would be willing to join the Policy Subcommittee. (current TOR requires a Faculty member from Education Council)

W. Stokes explained that information regarding Education Council subcommittees had needed to be added to the website prior to an email going out to students. A. Holloway will email all *Education Council* student members regarding current subcommittees.

8. Curriculum Subcommittee

R. Douglas reported that the group did not meet in November (no submission documents to review) and that the group next meets on January 6th, 2022.

9. Admissions and Standards Subcommittee

A. Holloway reported that the group did not meet in November and that the group next meets on January 24th, 2022.

L. Verbisky left the meeting

Information/Discussion

10. Continuing Education

T. Donnelly presented the CE/WFTR course outlines:

CE BE76 Intermediate QuickBooks Online

CE BE77 QuickBooks Online with Microsoft Excel 2019

CE BE78 QuickBooks 2019 Series

CE BE79 Introduction to QuickBooks 2019

CE BE80 Intermediate QuickBooks 2019

CE BE81 Introduction to QuickBooks Online

CE CT175 Intermediate CompTIA A+ Certification Prep
CE PD116 Praxis Core Preparation
CE PD117 Approaching Conversations Lunch and Learn
WFTR TI168 ASTA 290-Level 3 GAP Training
WFTR TI169 ASTA 390 – Level 4 GAP Training

11. Research and Development Subcommittee

F. Rashid explained that Education Council would be creating two new subcommittees. He added that L. Lovegreen would be guiding the subcommittees, from development of the terms of reference, composition (including members of staff, students, faculty, management), to their ongoing crucial role and responsibilities for Education Council and the NLC community.

L. Lovegreen explained that the Research and Development Subcommittee would be working on the concept of 'applied research' and the role of Colleges (specifically NLC). The subcommittee would be helping create a research agenda and policies, following provincial guidelines/parameters.

12. Quality Assurance Committee Subcommittee

L. Lovegreen explained that the Province of BC is requiring that NLC follows Quality Assurance Process Audit (QAPA), it is an external review regarding 'programming and institutional quality'. The subcommittee would be starting the process in 2022 and would be following a blueprint/guidelines that have already been established (~80% of colleges in BC have already implemented this).

F. Rashid suggested a motion for Agenda items #11 and #12.

21.11.05 M/S –DOUGLAS/MOODY

Motion: THAT the Education Council commences the establishment of the Research and Development Subcommittee and the Quality Assurance Committee Subcommittee as per the guidelines of the Senior Vice President, Loren Lovegreen.

CARRIED

Notes:

- Welcome to returning and new members:
Brandon Mackinnon
Bruce McKay

Adjournment – 2:27 p.m.

Next Meeting – January 26, 2022 (no meeting in December)

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