



Participants:

- Faisal Rashid (Faculty At Large) \*Chair
- Brandon Mackinnon (Faculty At Large) \*Vice-Chair
- Heather Cobbett (Faculty At Large)
- Rob-Roy Douglas (Faculty At Large)
- Kristel Anne Echano (Student)
- Lynette Forrest (Faculty At Large)
- Morteza Ghadirian (Faculty At Large)
- Darren Giersch (Staff)
- Kathy Handley (Administration)
- Josh Klassen (Faculty At Large)
- Loren Lovegreen (Administration)
- Ruth Angelique Marquez (Student)
- Bruce McKay (Faculty At Large)
- Howard Moody (Faculty At Large)
- Lisa Morin (Staff)
- Warren Stokes (Administration)
- Marissa Thola (Faculty At Large)
- Mike Gilbert (Board Representative)
- Audra Holloway (Recording)

Absent: Todd Bondaroff Sweetzelle Ira Arago

Guest(s): Leo Manning Kathleen Lewis Yingxiao (Estelle) Li

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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, May 25, 2022**

22.06.01 M/S –DOUGLAS/HANDLEY

Motion: *THAT the minutes of May 25, 2022 be adopted as circulated.*

**CARRIED**

### 3. Action List

Education Council Process Flowchart – nothing to report

### Decision Item(s)

#### 4. Revised Esthetics

From the submission cover sheet:

Changes to the submitted documents include:

ESTH: Statement regarding Beauty Council exam moved and reworded, from Additional Requirements to Program Description.

(Students are not required to write the Beauty Council exam in order to work. They may do so if they wish, for an additional fee)

22.06.02 M/S –THOLA/HANDLEY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Certificate in Esthetics, as presented.*

CARRIED

#### 5. Revised ABTC 194

K. Lewis explained that the submission was simply to update the pre/co-requisite (ABTC-112) for the course and that the textbook was removed as it was incredibly out of date. She added that while the rest of the document was examined, no other changes were made.

B. Mackinnon asked about the effective date of September 2023. K. Lewis confirmed that the effective date would be September 2023.

22.06.03 M/S –STOKES/HANDLEY

Motion: *THAT the Education Council approves the revised Course Outline for ABTC 194 Presentation Software, effective September 2023, as presented.*

CARRIED

L. Manning joined the meeting

#### 6. Revised Associate of Arts and Associate of Science

K. Handley explained that the submission was to remove the references to Flexible Pre-Majors from the NLC website and both of the submitted Program Guides. She added that the agreements are no longer supported by BCCAT.

K. Handley added that the curriculum subcommittee made a few recommendations regarding the 'English Language Requirement document' (referenced to in the Associate of Arts Guide). She further added that the 'English Language Requirement document' was not being addressed as part of the current submission, as the 'English Language Requirement document' was being worked on as a separate project.

22.06.04 M/S –THOLA/GHADIRIAN

Motion: *THAT the Education Council approves the revised Program Completion Guides for the Associate of Arts and Associate of Science programs, as presented.*

CARRIED

L. Manning left the meeting

**7. Draft Education Council Governance Committee TOR**

W. Stokes that explained that the changes to the Governance TOR were a wording change from subcommittee to committee, the removal of 'ad hoc' and the addition of the Vice Chair as a member and standing chair of the committee.

22.06.05 M/S –THOLA/DOUGLAS

Motion: *THAT the Education Council approves the revised Education Council Governance Committee Terms of Reference, effective immediately, as amended.*

CARRIED

**8. Draft Education Council Bylaws**

W. Stokes reported that the Governance committee met and discussed updates required/issues with the current Education Council bylaws:

- a) The idea of co-Vice Chairs for Education Council – the group made a final decision to recommend to Education Council that there was currently no need of co-Vice Chair positions.
- b) Member assignment for committees: 6.0 and 6.2 Added wording regarding committees. (wording was amended slightly during meeting by B. Mackinnon and W. Stokes)
- c) Election procedures of Education Council Chair and Vice-chair: 2.7 Added wording regarding election process for Chair and Vice Chair.
- d) Length of Term for member(s) of committees: 6.4 Added wording regarding terms
- e) To review document for Gender Bias: Removed any gender biased wording in the document, to ensure inclusiveness.
- f) Ad hoc -vs- Standing committee - Decision to have the Governance committee as a permanent committee with the group only meeting when needed. Added wording that the Vice-Chair was to be the chair of the Governance committee: 3.5 Added wording regarding the duties of the Vice Chair and updated the TOR.
- g) After reviewing the documents, the group discussed the standardization of the wording of subcommittee -vs- committee. The decision was to propose the use of 'committee' for all Education Council committees to Education Council.
- h) Discussion regarding the absence of any procedure/information listed under the 'Process for Submissions to Education Council': Appendix 10.1 Added wording regarding the current practice used during the submission process.

B. Mackinnon asked about a statement from the document: '(this bylaw is subject to a legal opinion)' 2.6.2 – second paragraph. W. Stokes and L. Lovegreen concur that the statement could be removed.

B. Mackinnon asked about the outdated collective agreement statements: A. Holloway to update references to the collective agreements (7.2 and 7.4).

22.06.06 M/S –THOLA/KLASSEN

Motion: *THAT the Education Council approves the revised Education Council Bylaws, effective immediately, as amended.*

CARRIED

## Subcommittee Standing Reports

- 9. Education Policy Subcommittee** – W. Stokes reported that the group met last on May 26<sup>th</sup> and are currently working on multiple policies. He explained that the Evaluating Students policy would be going to the September Education Council meeting for approval, the Academic Integrity policy was forwarded to L. Lovegreen for consultation, and the Withdrawal and Honor List policies were currently being reviewed/revised.
- 10. Curriculum Subcommittee** – R. Douglas reported that the group met at the start of the month to review the documents for the current meeting.
- 11. Admissions and Standards Subcommittee** – A. Holloway read a report from the chair of the subcommittee:

The Admissions Subcommittee meeting took place on Thursday, May 26th. At this meeting, the committee created a working definition of a program for the Admissions Policy.

It had to be a definition we can apply to various programs – from academics to vocational programs to trades apprenticeships and CCP upgrading. It also may include graduation requirements and be a course of study that does not necessarily lead to a credential. This definition also covers dual credit students. In the context of admissions, these students are classified as concurrent students. They do not have program admittance but rather meet specific admissions requirements for a program and can use their college-level coursework towards high school credentials.

We also discussed the scope statement of the Admissions policy. We simplified it to apply to everything NLC offers as long as it has EdCo approval.

The committee strives to work on unpacking high school and mature student categories and giving them proper definitions. There are differences between the two categories, as admissions for one class will not be the same for another. For example, dealing with admissions for a non-graduated high school student between the ages of 17 and 19 who needs to complete high school is very different from a mature student over the age of 19. A mature student can meet admissions requirements through various pathways - the Trades Math exam, Writing Assessment, or the CAAT exam even if the student hasn't graduated or did so years ago.

## Information/Discussion

### 12. Continuing Education (documents on D2L)

- L. Forrest presented the new and upcoming CE/WFTR courses:
- CE CT200 Introduction to Cybersecurity
  - CE PE123 The Fundamentals of Inclusive Leadership
  - CE PD124 Menopause Awareness at Work
  - CE PD125 Psychological Safety at Work
  - CE PD126 Estate Planning
  - CE PD127 Retirement Planning
  - WFTR PD19 Lean Thinking
  - WFTR PD20 Lean White Belt

WFTR PD21 Lean Yellow Belt  
WFTR PD22 Lean Green Belt  
WFTR PD23 Lean Leader  
WFTR PD24 Lean Practitioner  
WFTR PD25 5S Management  
WFTR PD26 Lean Project Management

Notes:

- B. Mackinnon asked about the Research and Development and the Quality Assurance committees. L. Lovegreen explained that there will be more information coming for the next academic year.
- R. Douglas and L. Lovegreen both thanked F. Rashid for his dedication and hard work (and humour) during his time as Chair of Education Council.

Adjournment – 2:38 p.m.

Next Meeting – September 28, 2022

\*Note: there are no meetings in July or August

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