

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)
Russ Haugen (Faculty At Large)
Josh Klassen (Faculty At Large)
Ruth Angelique Marquez (Student)
Debbie Mingo (Staff)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Audra Holloway (Recording)

Absent: Loren Lovegreen Bryn Kulmatycki Howard Moody
 Mike Gilbert Lynette Forrest Cindy Page

Guest(s): Leo Manning Aimee McCrae

Territorial Acknowledgement:

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

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, September 22, 2021

21.10.01 M/S –STOKES/MINGO

Motion: *THAT the minutes of September 22, 2021 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – nothing new to report

Decision Item(s)

4. Trades Omnibus (Admission Requirements)

L. Manning explained that the submission was to add technology requirements and to clarify the admission requirements for the submitted program guides. He added that the admission requirement revisions were to ensure that the language was clear to both admissions staff and potential students.

A. Holloway added that for Enhanced Carpentry Foundation there was also a correction in the maximum enrolment number in the program guide. L. Manning explained that due to multiple reasons the maximum number of seats could not exceed 14 students. (the previous program guides incorrectly listed 16 seats)

B. Mackinnon noted that unlike the other program guides, the Culinary Arts program guide did not have 'BC' before the Math requirement. Correction made.

B. Mackinnon asked about the 'SIE' course listed in both the Hairstylist Foundation and Esthetician program guides. It was determined that it was simply a typographical error and was changed to 'SCIE'.

A. Holloway noted that for the program guides that listed 'September 2021' as the 'Effective Date', the correct date was, in fact, 'September 2022'. (there was no intent to back-date any documents). Corrections made.

21.10.02 M/S –THOLA/FLORITA

Motion: THAT the Education Council approves the revised Program Information and Completion Guides for Esthetician, Hairstylist Foundation, Heavy Mechanical Trades Foundation, Millwright Foundation, Oil and Gas Field Operations, Piping Trades Foundation Training, Power Engineering, Welder Foundation, Aircraft Maintenance Technician, Automotive Service Technician Foundation, Cosmetology, Electrician Foundation Trades Training, Professional Cook I Institutional Entry, Aircraft Mechanic Basics, Culinary Arts, Wind Turbine Maintenance Technician and Enhanced Carpentry Foundation as amended.

CARRIED

5. MILA 190

Submission removed from agenda by L. Manning 10/27.

Motion: THAT the Education Council approves the revised Course Outline for MILA 190.

L. Manning left the meeting

6. Student Subcommittee Members

W. Stokes explained that the three subcommittees, created to advise Education Council regarding certain delegated duties, had recently been amended. He added that all three of the subcommittees have student representation built into the membership. He further explained that he would be putting out an email to all registered students inviting them to join the current subcommittees of Education Council.

From Subcommittee Terms of Reference (TOR) membership:

Admissions and Standards Subcommittee – One student

Curriculum Subcommittee – Up to two students

Educational Policies Subcommittee – One to two students

21.10.03 M/S –COBBETT/FLORITA

Motion: THAT the Education Council requests that the Registrar invites registered Students to join any of the Education Council subcommittees (as per subcommittee TOR).

CARRIED

7. Deactivation of Trades Courses

W. Stokes explained that Education Council approves both the ‘activation’ and the ‘deactivation’ of a course. He added that the courses listed in the motion had either been replaced or simply were no longer being offered by NLC.

CNST 300

ELAT 100, ELAT 200, ELAT 300

HAIR 100, HAIR 150

MWAT 300, MWAT 400

PLMB 090, PLMB 100, PLMB 150, PLMB 200

WTMT 101, WTMT 102, WTMT 103, WTMT 104, WTMT 105, WTMT 106, WTMT 107, WTMT 108, WTMT 109, WTMT 110, WTMT 111, WTMT 112, WTMT 113, WTMT 114, WTMT 115, WTMT 116, WTMT 117

21.10.04 M/S –DOUGLAS/KLASSEN

Motion: THAT the Education Council approves the deactivation of the Trades Courses: CNST 300, ELAT 100, ELAT 200, ELAT 300, HAIR 100, HAIR 150, MWAT 300, MWAT 400, PLMB 090, PLMB 100, PLMB 150, PLMB 200, WTMT 101, WTMT 102, WTMT 103, WTMT 104, WTMT 105, WTMT 106, WTMT 107, WTMT 108, WTMT 109, WTMT 110, WTMT 111, WTMT 112, WTMT 113, WTMT 114, WTMT 115, WTMT 116 and WTMT 117 effective immediately.

CARRIED

Subcommittee Standing Reports

8. Education Policy Subcommittee - A. Holloway explained that the subcommittee was currently reviewing/revising the Academic Integrity policy. The group next meets on October 28th, 2021.

9. Curriculum Subcommittee - R. Douglas reported that the group reviewed the documents for the current meeting and the group meets next on Thursday, Nov 4th to review any documents received for the November meeting.

10. Admissions and Standards Subcommittee – A. Holloway read a report prepared by Paola Rodriguez (subcommittee chair):

Unfortunately, due to absences and other work commitments, we could not convene as a group for the past months of May and June. We started anew with our first 21-22 academic year meeting on September 25th, 2021.

At this meeting, we discussed the need for a new representative from the Admissions Department (Fanni’s position). After Warren consulted with his team, Karen Bravo will represent the department. We will also select an NLC student to sit on the committee upon completing student elections in October.

At this meeting, we discussed revamping Admissions criteria on Program Completion Guides to make it more understandable for students and staff. In collaboration with Leo and

Rod from the Trades Department, Warren updated the language and format of the Admissions qualifications for many of the Trades programs. This revamping will continue with programs in other areas shortly.

Moreover, work continues the Admission Policy document. Warren updated the committee about referrals. Warren explained to the group that he and Scott decided to allow for an unlimited number of deferrals. (They also decided that (currently) there would be no 'fee penalty' attached to these deferrals - an idea previously discussed with the committee).

At the October 25th, 2021 meeting, the committee welcomed two new members. Lisa Verbisky, Dean of Academic and Vocational Programs, filled one of the two spots available for Deans/Associate Deans. Rod Cork, Associate Dean of Trades, took the other spot after Leo Manning, Dean of Trades, stepped down due to other work commitments.

Then, we continued the meeting by reviewing what has been completed thus far on the Draft Admissions Policy for both new and returning members. A few fellow members have asked questions about certain procedures or processes in the Draft Policy that need further discussion at next month's meeting.

Information/Discussion

11. Continuing Education

T. Donnelly presented the CE/WFTR course outlines:

- CE BE64 Start a Pet Sitting Business
- CE BE65 The Craft of Magazine Writing
- CE BE72 Sales Training Suite
- CE BE73 Small Business Suite
- CE BE74 Supervision and Management Series
- CE BE75 Written Communication for Business Suite
- CE CT130 Introduction to Microsoft Publisher 2013
- CE CT149 Introduction to Python 2.5 Programming
- CE CT150 Introduction to SQL
- CE CT151 Introduction to Visual Basic
- CE CT152 Introduction to PHP and MySQL
- CE CT153 Introduction to jQuery
- CE CT154 Introduction to Java Programming
- CE CT155 Intermediate Java Programming
- CE CT157 Intermediate Microsoft Access 2016
- CE CT158 Intermediate Microsoft Access 2013
- CE CT159 Intermediate Microsoft Access 2010
- CE CT160 Computer Networking Suite
- CE CT161 Introduction to Machine Learning
- CE CT162 Python Data Analysis with JupyterLab
- CE CT163 Advanced Microsoft Excel 2010
- CE CT164 Advanced Microsoft Excel 2013
- CE CT167 Introduction to Microsoft Word 2013
- CE CT168 Microsoft Access 2019/Office 365 Series
- CE CT170 C# Programming Series
- CE CT171 Front End Developer Suite
- CE CT172 Microsoft Word 2019/Office 365 Series
- CE CT173 PHP and MySQL Series
- CE CT174 Visual Basic Series
- CE HW84 Nutrition and Health Bundle
- CE HW85 Pain Management and End of Life Bundle
- CE HW86 Women's Health Bundle

CE HW88 Global Health and Healing Bundle
CE HW89 Health and Well-Being Bundle
CE HW90 Health Care Entrepreneurship Bundle
CE HW91 Healthy Living Suite
CE HW96 Qi Chong for Tai Chi – 60 minute classes
CE HW97 Qi Chong for Tai Chi – 40 minute classes
CE HW98 Mid-day yoga – 30 minute classes
CE HW99 Breath, Stretch and Strength Yoga – 45 minute classes
CE LA08 Medical Spanish Series
CE PD99 Response to Intervention: Reading Strategies
CE PD100 Teaching High School Students
CE PD101 Using the Internet in the Classroom
CE PD102 Write and Publish Your Nonfiction Book
CE PD103 Writing Essentials
CE PD104 Merrill Ream Speed Reading
CE PD110 Animal Lover Suite
CE PD111 Introduction to Chemistry
CE PD112 Self-Improvement Suite
CE PD113 Soft Skills Suite
CE PD114 Savings Strategies – Easy Concept, Difficult Reality
WFTR PD06 Employment Readiness Support Workshop
WFTR PD07 Employment Assistance Support Workshop
WFTR TI59 Avian Nest Sweeps and Monitoring Methods
WFTR TI61 Daily Pre-Trip Inspections
WFTR TI62 Bear Awareness
WFTR TI63 Workshop: Environmental Monitoring Program- Topics on Mercury Sampling
WFTR TI64 HEO - Employment Readiness Theory & Online
WFTR TI65 HEO – Prep & Follow Up
WFTR TI66 Heavy Equipment Operator Practicum

12. Education Council 2022 Meeting Dates

A. Holloway presented the 2022 Education Council meeting dates. She added that they will be posted on the website and in Teams.

13. New Education Council Student Members

F. Rashid welcomed the newly elected Student Representatives:

Kristel Anne Echano
Ruth Angelique Marquez
Andrey Florita
Sweetzelle Ira Arago

Adjournment – 2:18 p.m.

Next Meeting – November 24, 2021

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