

## 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)  
Kristel Anne Echano (Student)  
Andrey Florita (Student)  
Lynette Forrest (Faculty At Large)  
Darren Giersch (Staff)  
Josh Klassen (Faculty At Large)  
Loren Lovegreen (Administration)  
Ruth Angelique Marquez (Student)  
Bruce McKay (Faculty At Large)  
Warren Stokes (Administration)  
Marissa Thola (Faculty At Large)  
Audra Holloway (Recording)

Absent: Bryn Kulmatycki Rob-Roy Douglas Howard Moody  
Mike Gilbert Cindy Page

Guest(s):

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## 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.

**1. Adoption of Agenda**

Agenda was adopted as circulated.

**2. Adoption of Minutes, November 24, 2021**

M. Thola noted grammatical errors on Page 4 - #11.

- ... Subcommittee would be working...
- ... role ~~re~~ ...

22.01.01 M/S –THOLA/COBBETT

Motion: *THAT the minutes of November 24, 2021 be adopted as amended.*

**CARRIED**

### 3. Action List

Education Council Process Flowchart – nothing to report.

New Course Outline Form – nothing to report.

### Decision Item(s)

#### 4. Revised Advanced Certificate in Culinary Arts Program Guide

A. Holloway explained that an omission occurred regarding Program Intake dates for a recent submission. She explained that on Page 3, the Program Intake dates should be September and February each year.

22.01.02 M/S –THOLA/MCKAY

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Advanced Certificate Culinary Arts as presented.*

CARRIED

J. Klassen joined the meeting.

### Subcommittee Standing Reports

#### 5. Education Policy Subcommittee

W. Stokes reported that the group had been discussing the need of both a new subcommittee chair (voted on by subcommittee members) and a new faculty member that is also a member of Education Council. He added that the group is also reviewing the date and time of the current meetings.

W. Stokes explained that the group is reviewing and rewriting the Student Academic Appeal policy and is currently working on timelines and consultation as well as policy philosophy.

M. Thola asked about the Academic Integrity policy. L. Lovegreen answered that she had received feedback from a lawyer and has been in discussions with W. Stokes.

#### 6. Curriculum Subcommittee

A. Holloway reported that the group next meets on February 3<sup>rd</sup>, to review the documents for the March meeting.

#### 7. Admissions and Standards Subcommittee

A. Holloway read from a statement regarding the Admissions and Standards subcommittee submitted by the Chair, Paola Rodriguez:

Unfortunately, due to absences and other work commitments, we could not convene as a group for the past months of November and December of last year. We started anew with our first meeting of the New Year on January 24th, 2022.

With the departure of Lisa Verbisky, Dean of Academic and Vocational programs, the committee sent an invite to Kathleen Lewis, Associate Dean, to see whether she would like to join the committee and represent the Academic and Vocational programs at the college.

At this meeting, work continued on the Admission Policy document, specifically in the areas of Waitlists/Deferrals/Re-Application/Re-Activation. The committee reviewed Waitlists under the auspices of enrolment capacity management. Then, the committee reinitiated discussions around deferral, re-application, and re-activations. The committee discussed the topic of deferrals both at the domestic and international levels. The group decided that creating a hard deadline with deferrals benefits both students and the college. Moreover, students can submit variances resulting from personal issues with their enrollment at NLC.

An applicant who accepted an offer of admission may request a deferral to a subsequent semester or intake that begins 12 months or less from the initial intake. They can do this without penalty provided that they make their request before the end of the add/drop period that corresponds to their initial application semester or intake. Moreover, for all deferrals, the applicant must meet the admissions requirements in effect for that new semester or intake. In addition to these requirements, the processing of the deferral itself will not happen until the semester is open for admissions. The reason cited for this delay in processing deferrals is to prevent students from trying to leapfrog to the front of the line for a program or intake.

With re-application and re-activation, it covers students who are reapplying to the college after a year or more of not being active in an NLC program. The rationale for this is that the college utilizes program-based rather than institutional admissions. The group also accepts that payment of an application fee (\$25.00) is justified as a means of commitment from the student and will not affect or reduce overall enrollment.

## **Information/Discussion**

### **8. Continuing Education**

T. Donnelly talked about the new and upcoming CE/WFTR courses:

- CE HW100 Fitness classes with Ruth Anthony
- CE PD115 More Than Difficult Conversations
- WFTR CT02 Computer Hacking Forensic Investigator
- WFTR CT03 Secure Computer User
- WFTR CT04 Ethical Hacker
- WFTR CT05 Network Defender
- WFTR CT06 Security Analysis
- WFTR CT07 Threat Intelligence Analyst
- WFTR CT08 Application Security Engineer .NET
- WFTR CT09 Application Security Engineer – JAVA
- WFTR CT10 Disaster Recovery Professional
- WFTR CT11 Chief Information Security Officer
- WFTR CT12 Encryption Specialist
- WFTR CT13 Incident Handler
- WFTR CT14 Network Defense Essentials
- WFTR CT15 Ethical Hacking Essentials
- WFTR CT16 Digital Forensics Essentials
- WFTR PD08 Advanced Leadership Development
- WFTR PD09 Change Management
- WFTR PD10 Coaching Skills for Managers

WFTR PD11 Inclusive Leadership

WFTR PD12 Leadership Excellence for Administrative Professionals

WFTR PD13 Leadership Fundamentals

WFTR PD14 Speaking As A Leader

WFTR PD15 Women On The Rise

L. Lovegreen added, as an FYI, that everyone should review the CE website for updates and available courses.

CE website: [//ce.nlc.bc.ca/](http://ce.nlc.bc.ca/)

Explore Careers: [//ce.nlc.bc.ca/explorecareers.html](http://ce.nlc.bc.ca/explorecareers.html)

Adjournment – 1:40 p.m.

Next Meeting – February 23, 2022

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