

Participants:

Rob-Roy Douglas (Faculty At Large) *Chair
Brandon Mackinnon (Faculty At Large) *Vice-Chair
Sweetzelle Ira Arago (Student)
Heather Cobbett (Faculty At Large)
Kristel Anne Echano (Student)
Morteza Ghadirian (Faculty At Large)
Darren Giersch (Staff)
Kathy Handley (Administration)
Josh Klassen (Faculty At Large)
Loren Lovegreen (Administration)
Ruth Angelique Marquez (Student)
Lisa Morin (Staff)
Faisal Rashid (Faculty At Large)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Audra Holloway (Recording)

Absent:	Todd Bondaroff Mike Gilbert	Howard Moody Lynette Forrest	Bruce McKay
Guest(s):	Leo Manning Paula Avender	Nicole Dahlen Sharon Strasdin	Yingxiao (Estelle) Li Jody Readman

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, April 27, 2022

22.05.01 M/S –THOLA/HANDLEY

Motion: *THAT the minutes of April 27, 2022 be adopted as circulated.*

CARRIED

3. Action List

Education Council Process Flowchart – nothing to report

S. Arago joined the meeting

Decision Item(s)

4. Revised Early Childhood Education and Care

N. Dahlen explained that the submission was to update the admission requirements:

1. changed language in English requirement to be simplified and to be consistent with other programs in the college.
2. removed requirement for health certificate, letters of reference, and letter of intent
3. removed the option of limited admissions for HDEC 102 and HDEC 103

S. Strasdin further explained that they removed the health certificate to reflect changes at the Provincial Regulatory body (ECE Registry) and that the removal of admission documents was to align with admission policies related to course versus admission requirements. She added that they streamlined the process for the student by minimizing the number of documents required.

B. Mackinnon asked about the specificness of the high school option of the English requirement under Admission Requirements. Group decision to add 'BC' before the 'Language Arts 12' wording under Admission Requirements.

B. Mackinnon asked about the wording 'Under Review' listed under the 'Eligibility for Canada Student Loans' on page 4. W. Stokes answered that the process for student loan eligibility was not an Education Council decision and appears on the Program Guide as an information item only. He added that the Registrar's office was currently reviewing all programs at NLC to ensure that they are compliant with the policy regulations set forth by the government for student loans.

22.05.02 M/S –THOLA/KLASSEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for the Diploma in Early Childhood Education and Care, effective September 2022 as amended.*

CARRIED

S. Strasdin and P. Avender left the meeting

5. Revised Esthetics and Cosmetology

L. Manning explained that the submission reflected the following changes:

Program Completion Guides:

COSM: Program Description

ESTH: Program Description and correction of Admission Requirements

Course Outlines:

ESTH 105: Learning Outcomes

ESTH 115: Course Description, Course Content and Learning Outcomes.

He added that with a full Esthetics program now completed, under the new curriculum, there were a few gaps noticed. He further added that the corrections ensure consistency and clarity.

B. Mackinnon asked if L. Lovegreen and W. Stokes were in support of the submission (as the information was missing on the submission cover sheet). Both were in support of the submission.

22.05.03 M/S –THOLA/KLASSEN

Motion: *THAT the Education Council approves the revised Program Information and Completion Guides for Certificate in Esthetics and Diploma in Cosmetology, and the revised Course Outlines ESTH 105 & ESTH 115 as presented.*

CARRIED

6. Discontinuation of PLAT 300B

L. Manning explained that the PLAT 300B course had been replaced by a new course (WFTR TI58) and was certain it would not be delivered in the future. The submission was to officially discontinue the course, effective immediately.

22.05.04 M/S –LOVEGREEN/STOKES

Motion: *THAT the Education Council approves the discontinuation of the PLAT 300B course, effective immediately.*

CARRIED

L. Manning left the meeting

7. Ad hoc Education Council Governance Subcommittee TOR

W. Stokes explained that the Ad hoc subcommittee was tasked with the review/revision of the subcommittee's TOR. He added that all members of the subcommittee would be Education Council members.

22.05.05 M/S –COBBETT/THOLA

Motion: *THAT the Education Council approves the Terms of Reference (TOR) document for the Ad hoc Education Council Governance Subcommittee, effective immediately.*

CARRIED

N. Dahlen left the meeting

R. Marquez and K. Echano joined the meeting

8. Final DRAFT revised E-1.07 Evaluating Students policy

W. Stokes explained that the subcommittee revised the policy, fixing a typographical error, removing procedural language, and updating definitions. He added that a paragraph regarding forgiveness was added to the document.

J. Klassen asked about the word 'contract' used with the definition of 'Instructor Syllabus' and R. Douglas asked about the wording 'Student Contract' listed under Incomplete Grading.

M. Thola asked about the quotations used around the words "reasonable person", in the second paragraph of the Policy statement.

Decision by Education Council to send the Draft Policy back to the Policy Subcommittee with the following questions/comments:

- a) Instructor Syllabus – should the word 'Contract' be used?
- b) Incomplete Grading – should the phrase 'Student Contract' be used?
- c) "reasonable person" – should quotations be used?

~~Motion: *THAT the Education Council approves the revised E-1.07 Evaluating Students policy, effective September 1st, 2022.*~~

Subcommittee Standing Reports

9. Education Policy Subcommittee – W. Stokes reported that the group continues to meet twice per month and are currently working on multiple policies. He explained that the Evaluating Students policy came for Education Council review, the Academic Integrity policy was forwarded to L. Lovegreen for consultation, and the Withdrawal and Honor Roll policies were currently being reviewed/revise.

10. Curriculum Subcommittee – R. Douglas reported that the group met at the start of the month to review the documents for the 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, April 28th. At this meeting, we continued working on the Admission Policy document, focusing on the definition of a program and a rewording of the scope of the policy.

We began by refining the definition of a program. We discussed the fact that all students at NLC must be registered in a program (excluding those in CE) and looked at defining a program in terms of admission rather than completion requirements. We decided that the defining features of a program included Education Council approved admission requirements; one or more courses which complement each other; and may include graduation requirements leading to a credential. As part of our discussion, we considered those programs, such as the apprenticeship programs, where the final credential is granted by an external body rather than NLC, and others where no credential is granted, like the Explore Trades programs. Upon further deliberation, we decided that reference to Education Council approval of admission requirements for programs would be better placed in the scope of the policy.

We then looked at refining the scope of the admissions policy. We began by discussing whether we needed to list the types of applicants – domestic, international, new, continuing – and decided that using ‘all applicants’ would cover off all the categories of applicants without singling any one out. Next, we clarified that the admissions policy focuses on the applicants to programs which have been approved by Education Council.

Information/Discussion

12. Continuing Education (documents on D2L)

J. Readman presented the new and upcoming CE/WFTR courses:

- CE AC85 Digital Arts Certification
- CE AC86 Digital Game Artist Certification
- CE BE87 Communication Skills for Workplace
- CE BE88 Building a Brand on Social Media
- CE BE89 Conference and Event Management
- CE BE90 Creating Winning Proposals
- CE BE91 Delivering Dynamic Virtual Presentations
- CE BE92 Design Thinking – An Introduction
- CE BE93 Employee Dispute Resolution: Mediation through Peer Review
- CE BE94 Fostering Innovation

CE BE95 Influence and Persuasion
CE BE96 Marketing for Small Businesses
CE BE97 Public Relations Boot Camp
CE BE98 Social Media and Your Business
CE BE99 The Minute Takers Workshop
CE BE100 Transgender Employees – Creating an Inclusive Work Community
CE BE101 Vendor Management Essentials
CE BE102 Writing a Business Plan
CE BE103 Writing Reports and Proposals
CE BE105 Business Coach
CE BE109 Digital Marketing Strategist
CE BE110 Event Management and Design
CE BE111 Hotel Management
CE BE112 Legal Terminology – Career Training Program
CE BE113 Procurement & Purchasing Management
CE BE114 Professional Consulting Practice
CE BE115 Records Management Certification
CE BE116 Sales Manager
CE BE117 Sales Representative
CE CA18 Catering Professional
CE CS02 Call Center Manager
CE CS03 Call Center Representative
CE CS04 Call Center Supervisor
CE CT181 C++ Programmer
CE CT182 Crystal Reports
CE CT183 Front-End Web Developer
CE CT184 Full Stack Software Developer
CE CT185 Graphic Design with Photoshop
CE CT186 Graphic Design with Photoshop (Software Included)
CE CT187 Java Programmer
CE CT189 Microsoft SharePoint 2019 – Career Training Program
CE CT190 Oracle SQL and PL/SQL + Python Developer
CE CT191 Oracle SQL and PL/SQL + Python Developer + Java Programmer
CE CT192 Oracle SQL and PL/SQL Developer – Career Training Program
CE CT193 Oracle SQL and PL/SQL Developer + Java Programmer
CE CT194 Oracle SQL and PL/SQL Developer with Crystal Reports
CE CT195 Robotics Technician
CE CT196 Video Game Design and Development
CE CT197 Web Applications Developer
CE CT198 Web Design Professional
CE HM03 Certified Residential Interior Designer
CE HW103 Administrative Dental Assistant
CE HW104 Horse Care Management
CE HW105 Medical Terminology – Career Training Program
CE HW106 Nutrition for Optimal Health, Wellness, and Sports
CE PD118 Women and Leadership: Owning Your Strengths and Skills
CE PD119 Creating a Dynamite Job Portfolio
CE PD120 Developing your Executive Presence

CE PD122 Emotional Intelligence
CE TI08 Press Operator: Cold Stamping
CE TI09 Press Operator: Hot Stamping
WFTR PD16 Advanced Project Management
WFTR PD17 Intermediate Project Management
WFTR PD18 Project Management Fundamentals
WFTR TI72 High Angle Rescue

Adjournment – 2:24 p.m.

Next Meeting – June 22, 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.