

Participants:

Rob-Roy Douglas (Faculty At Large) *Chair
Brandon Mackinnon (Faculty At Large) *Vice-Chair
Heather Cobbett (Faculty At Large)
Kristel Anne Echano (Student)
Morteza Ghadirian (Faculty At Large)
Darren Giersch (Staff)
Kathy Handley (Administration)
Ruth Angelique Marquez (Student)
Bruce McKay (Faculty At Large)
Howard Moody (Faculty At Large)
Lisa Morin (Staff)
Faisal Rashid (Faculty At Large)
Warren Stokes (Administration)
Marissa Thola (Faculty At Large)
Todd Bondaroff (NLC President & CEO)
Audra Holloway (Recording)

Absent:	Loren Lovegreen Josh Klassen	Lynette Forrest Mike Gilbert	Sweetzelle Ira Arago
Guest(s):	Lindsay Tiemer Jessie Drew	Estelle Li Leo Manning	Brody Dorer

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, June 22, 2022

R. Douglas noted that F. Rashid was not listed as chair.

22.09.01 M/S –MCKAY/THOLA

Motion: *THAT the minutes of June 22, 2022 be adopted as amended.*

CARRIED

3. Action List

Education Council Process Flowchart – Nothing to report.
Action list adopted as circulated.

18. NLC Strategic Plan (moved to start of meeting)

T. Bondaroff presented a draft report on the NLC Strategic Plan Refresh – Strategic Pillars. He explained the process and that the finalized document would be written up and designed over the next few months and then launched January 2023.

J. Drew left the meeting

Decision Item(s)

4. Automotive Service Technician Foundation

L. Manning explained that the submission was to fix an error in the total hours/weeks listed for ASTF 101 on the Program Guide. Some discussion regarding the math admission requirements.

22.09.02 M/S –HANDLEY/THOLA

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Automotive Service Technician Foundation, effective September 2022 as presented.*

CARRIED

5. Welder-Fabricator Foundation

L. Manning presented the new program and course to Education Council. He explained that the ITA approached NLC to offer the new program and that the curriculum was copied directly from the ITA documents.

B. Mackinnon asked if the program had already started, and that Education Council would be approving it 'after-the-fact'. L. Manning confirmed that the program would be starting in October 2022 but would normally start in September.

22.09.03 M/S –THOLA/COBBETT

Motion: *THAT the Education Council approves the new Program Information and Completion Guide for Welder-Fabricator Foundation and the new course outline WELF 150, effective September 2022 as amended.*

CARRIED

6. Welder Foundation

L. Manning explained the submission was simply the addition of a paragraph to the Program Description: "Individuals who complete the Welder Foundation program will receive Levels 1 and 2 technical training and 300 work-based hours credit toward the completion of their Welder Apprenticeship."

B. Mackinnon asked if W. Stokes was in support of the submission (as the information was missing on the submission cover sheet). W. Stokes replied that he was in support of the submission.

22.09.04 M/S –MORIN/HANDLEY

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

CARRIED

7. Professional Cook 1 Institutional Entry

L. Manning explained that the submission included changes to the Program Description, an increase in the Length of Program, updated uniform wording, removal of PCOI 101 and addition of PCOI 102 and the Eligibility for Canadian Student Loan went from 'No' to 'Yes'.

B. Mackinnon asked if NAIT should be listed under 'Affiliations/Partnerships'. L. Manning answered that that partnership was no longer in place and that it should be removed.

W. Stokes requested that the word 'Apprenticeship' be removed from the Credential. L. Manning agreed that the change would add clarity to the certificate presented.

M. Thola asked for clarification about the work-based training hours and the ITA certificate of qualification exam. Some discussion about the wording of the last paragraph of the Program Description. Decision to add the wording 'of the certificate of qualification exam', to add clarification to the paragraph.

B. Mackinnon asked about the increase in hours and the cost of the program. L. Manning explained previously the program was shortened for NLC and that now it was being aligned with the ITA. He added that regarding the increase in tuition, it would not affect students until the 2023 intake.

22.09.05 M/S –THOLA/RASHID

Motion: *THAT the Education Council approves the revised Professional Cook Level 1 Institutional Entry Program Guide and the new Course Outline PCOI 102, effective September 2023 as amended.*

CARRIED

22.09.06 M/S –STOKES/HANDLEY

Motion: *THAT the Education Council approves the discontinuation of the Course Outline PCOI 101, effective September 2023.*

CARRIED

8. Professional Cook 2 Institutional Entry

L. Manning presented the submission which included changes to the Program Description, the addition of Post-Admission Requirements and change in Program Intake/Available Seats. L. Manning added that NAIT could be removed from the Affiliations/Partnership area as it was no longer in place.

W. Stokes requested that the word 'Apprenticeship' be removed from the Credential and the wording 'of the certificate of qualification exam' added to the last paragraph of the Program Description. Document updated.

W. Stokes asked about the wording of the Admission Requirements. Decision to add 'and 400 work-based training hours to the end of the sentence. L. Manning noticed that it mistakenly listed PCOI 101. Document updated to state PCOI 102.

22.09.07 M/S –MORIN/RASHID

Motion: *THAT the Education Council approves the Professional Cook 2 Institutional Entry Program Guide, effective September 2023 as amended.*

CARRIED

R. Marquez and K. Echano left the meeting

9. Culinary Arts

L. Manning presented the submission which included changes to the Program Description, uniform language, an increase in the Length of Program, Program Intake, and removal of PCOI 101 and addition of PCOI 102. L. Manning added that

NAIT could be removed from the Affiliations/Partnership area as it was no longer in place.

B. Mackinnon noted that, as with the previous two submissions, the 'certificate of qualification exam' would need to be added to the fourth paragraph of the Program Description. L. Manning asked that the wording 'work-based' be updated to 'accredited' in that paragraph. Document updated.

W. Stokes noted that with the clarification of the language in the fourth paragraph of the Program Description, that the last paragraph could be completely removed. Decision to remove last paragraph. Document updated.

W. Stokes asked about updating the wording in paragraph five of the Program Description from 'this level' to 'level 1'. L. Manning concurred.

22.09.08 M/S –RASHID/STOKES

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Culinary Arts, effective September 2023 as amended.*

CARRIED

10. Electrician Foundation Trades Training

L. Manning presented the submission which included a correction to the 'math assessment' wording in the Admission Requirements and an update to the Career Prospects wording.

22.09.09 M/S –THOLA/RASHID

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Electrician Foundation Trades Training, effective September 2022 as presented.*

CARRIED

11. Wind Turbine Maintenance Technician

L. Manning presented the submission which included a correction to the 'math assessment' wording in the Admission Requirements, update to the Program Description wording and update to the Required Minimum Grade wording.

B. Mackinnon noted that the last paragraph, last sentence of the Program Description was missing the word 'practicum'.

22.09.10 M/S –THOLA/RASHID

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Wind Turbine Maintenance Technician, effective September 2022 as amended.*

CARRIED

E. Li left the meeting

12. Piping Trades Foundation

L. Manning presented the submission consisting of a correction to the Course Hours for PIPF 160 and a subsequent adjustment to the overall Program Hours.

W. Stokes asked about the eligibility of student loans due to the fact that the program would decrease in both overall hours and weeks. As the submission documents would not be effective until September 2023, decision by L. Manning and Council to postpone the submission until eligibility question is confirmed by Lindsay Tiemer.

Motion: *THAT the Education Council approves the revised Program Information and Completion Guide for Piping Trades Foundation and the course outline for PIPF 160, effective September 2023.*

L. Manning left the meeting

13. DRAFT E-1.07 Evaluating Students Policy

W. Stokes presented the revised policy E-1.07 Evaluating Students. He explained that the few changes made to the document were highlighted.

B. Mackinnon noted that Northern Lights College Education Council was not listed under Stakeholders.

K. Handley asked if the words 'or Dean' could be added to the end of the sentence 'A Syllabus will not be altered after the first week of classes without consultation with the Program Chair.', found on page one.

K. Handley asked about the procedure-vs-policy paragraphs regarding 'Supplemental Exams' on page two.

Decision by Council to send the document back to the Educational Policies Committee for further review regarding the 'Supplemental Exams' area.

Motion: *THAT the Education Council approves the revised policy E-1.07 Evaluating Students, effective January 1, 2023.*

14. DRAFT E-1.02 Academic Monitoring Policy

W. Stokes presented the revised policy E-1.02 Academic Monitoring. He explained that the few changes made to the document, at the request of Education Council, were highlighted. He added that there was a small amendment on the first page. He asked that the wording 'Five working days following the grading deadline for the term' be updated to 'Within the add/drop period of the subsequent term'. Document updated.

K. Handley questioned the overall language used in the policy and purpose statements. W. Stokes answered that he would suggest that for anyone to request a formal policy critique process in overall fundamental design language and/or policy philosophy, they would fill out an A-5.06.03 Request for Policy Revision and email it to nlcpolicies@nlc.bc.ca.

The motion for policy approval went to a vote and was passed by a majority.

22.09.11 M/S –MCKAY/STOKES

Motion: *THAT the Education Council approves the revised policy E-1.02 Academic Monitoring as amended, effective immediately.*

CARRIED

Subcommittee Standing Reports

15. Education Policy Committee

W. Stokes reported that the committee last met on September 8th to work on finalizing the drafts of the Academic Integrity, Academic Monitoring and Evaluating Students policies. He added that after receiving feedback from Loren and Rob-Roy regarding Audits, the group continues work on the Withdrawal policy.

16. Curriculum Committee

R. Douglas reported that the group met on September 9th to review the documents for this meeting. He added that the group next meets on October 6th.

17. Admissions and Standards Committee

A. Holloway read a report from committee chair Paola Rodriguez:

The Admissions and Standards Subcommittee met on Monday, September 12th. With the departure of Aimee McCrae at the end of May, a Support Staff position on the committee has become available. As per the revised bylaws at the June 22nd Education Council meeting, the Registrar will call an election to fill the vacant position. Warren will do so after he consults with Loren about the new election process for the college's various committees.

The committee then reviewed definitions created by Warren for different student classifications (types). The main reason for these definitions is to create a framework for admission to NLC. The committee further flushed out the definitions for "returning" and "reactivation" students. A "returning" student applies to a person who completed a course of study, like a certificate program at NLC, and then returned to continue their studies by completing a diploma program. A "reactivation" student is a person who hasn't attended NLC for the last twelve months and returns to resume studies by reapplying for admission.

The group also discussed the possibility of creating more student definitions like "ability" status, indigenous status, and immigration statuses like "refugee" status for students. The committee agreed that with these definitions, consultation needs to help with Access Services, the Indigenous Department, and the International Education Department to ensure they are correct and applicable.

The committee then began discussions on prioritization and timelines. According to Warren, NLC has two significant paradigms. The first is that any credential granting program has its admissions open eleven months before its start date. Second, the Trades apprenticeship sections function differently as the ITA determines admissions dates for the various intakes. Warren further explained to the committee that programs that grant credentials benefit from the eleven-month admission period, thus allowing for any curriculum revisions to happen before students apply and enroll.

Information/Discussion

19. Education Council committees - membership term update

R. Douglas explained that the June 2022 Education Council meeting included an approval of bylaws with the Education Council committee positions being revised to a term of 2 years. Since this is a new development, and to minimize disruption to committee operations, all those two-year terms officially started on September 1, 2022.

20. Continuing Education

At the request of the department, A. Holloway presented the new Continuing Education Course Outlines, as the department was busy running a skilled laborer program.

*Note: all Course Outlines can be found on D2 for Education Council members.

CE BE104 Advertising and Outreach Specialist

CE BE106 Business Operations Specialist

CE BE118 Project Management Professional (PMP) Prep
CE BE119 Project Management Suite
CE BE120 Technical Writing Suite
CE CA18 Catering Professional
CE CT201 Introduction to Microsoft Publisher
CE CT202 Getting started with Google Workspace
CE HW126 BARK - Pet First Aid
CE PD128 Assessment Grading and Rubrics
CE PD129 Copyright for Instructors
CE PD130 D2L Basics Plus
CE PD131 Engaging Students
CE PD132 It is in the Syllabus
CE PD133 Land Acknowledgments
CE PD134 Lesson Planning Structures
CE PD135 NLC Education Policies
CE PD136 Objectives, Outcomes, and Learning Assessments
CE PD137 Introducing Peer Mentorship at NLC
CE PD138 Professional Development at NLC
CE PD139 The Role of the Library
CE PD140 Semester Survival Guide
CE PD141 Student Success Resources at NLC
CE PD142 Tech at your fingertips at NLC
CE PD143 Universal Design for Learning (JEDI/BIOPC)
CE PD144 What do I do when I have a student who...
CE PD145 Who is the NLC Student
CE TI12 Cultural Monitor PD - Wildlife Management, Identification & Habitat
WFTR BE06 Pathways to Employment Communication Strategies
WFTR HT29 ATCO Kitchen and Housekeeping Skills

Notes: Rob-Roy mentioned that he will be at a Union bargaining event in Vancouver and that Brandon would chair the next meeting.

Adjournment – 3:26 p.m.

Next Meeting – October 26, 2022

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