



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of April 23, 2014
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 132

Participants:	David Batterham Jim Bowman (Chair) Loren Lovegreen Kris McLeod Faisal Rashid Alison Starr Rene Tremblay	Terry Beaton Junko Leclair Patricia McClelland Richard Podolecki Steve Roe Flo Stelmack Judy Seidl (Recording)
Absent:	Autumn Brown Peter Nunoda Laurie Rancourt	John Kurjata Brijesh Patel Annette Tough
Guest(s):	Anndra Graff	Doug Haycock

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. All my relations.

1. Election of Chair and Vice-Chair for Education Council

A. Graff called for nominations for the position of Chair of Education Council three times. J. Bowman nominated J. Leclair. No further nominations. J. Leclair agreed to let her name stand. J. Leclair in by acclamation.

A. Graff called for nominations for the position of Vice-Chair of Education Council three times. J. Leclair nominated D. Batterham. J. Bowman nominated F. Rashid. No further nominations. F. Rashid declined. D. Batterham agreed to let his name stand. D. Batterham in by acclamation.

Both Chair and Vice-Chair positions are for a one-year term. Elections will be held again in April of 2015. Congratulations to both J. Leclair and D. Batterham!

A. Graff left the meeting.

2. Adoption of Agenda

Agenda was adopted as circulated.

3. Adoption of Minutes, March 26, 2014

14.04.01 M/S – LOVEGREEN/STARR

THAT the minutes of March 26, 2014, be adopted as circulated.

CARRIED

4. Action List

Residency Requirement – P. Nunoda was not present at the meeting.

CAAT Requirements – The committee is continuing to focus on the trade's math admission requirements for power engineering students. The aim for submitting changes to the Power Engineering Program Guide is for the fall of 2014 however with the lengthy waitlist for Power Engineering the roll out won't take place until 2016. The committee will be meeting again in the next while to work out the details.

Education Council Process Flowchart – L. Lovegreen introduced the Flowchart at last months' Education Council meeting and requested feedback. To date none has been received. She has been working with D. Campbell, Dean of Workforce Training, to start the process of fleshing out the third column of the chart which refers to Workforce Training and information only items. She is also continuing to work on some suggestions offered at the March meeting.

Prior Learning Assessment Environmental Scan – deferred to core review process which has been mandated by the Ministry of Advanced Education.

Decision

- 5. Heavy Mechanical Trades Foundation Training/Level 1
Two Revised Program Information and Completion Guides
Revised Course Outlines:**
- a) HVMC 100 Heavy Mechanical Trades Foundation Training**
 - b) HVMC 101 Trade Mathematics and Science**
 - c) HVMC 150 Heavy Mechanical Trades Level 1**
 - d) HVMC 160 Work Practicum**

The Industry Training Authority (ITA) has updated the Heavy Duty/Commercial Transport program to now include four trades: Truck and Transport Mechanics, Heavy Duty Equipment Technicians, Diesel Engine Mechanics and Transport Trailer Technicians, thus changing the name to Heavy Mechanical Trades. Four course outlines have also been updated to reflect the changes. Two Program Information and Completion Guides are included in the submission, one for Dawson Creek and one for Fort St. John. The difference between the two Guides being, School District #59 in Dawson Creek has requested a Math component be added to the curriculum in order for Dual Credit students to receive credit towards their high school graduation as well as their Northern Lights College credential. This added Math component is fully funded by School District #59. Some concern was expressed that Fort St John students would be disadvantaged by the fact that there was no added Math component in that curriculum. Both D. Haycock and R. Tremblay clarified the students in Dawson Creek are all Dual Credit whereas the students in Fort St John are mostly adult learners, they also assured that the changes to the other courses, which are identical for both Dawson Creek and Fort St John, include much more Math than in the current version of the program being taught now. R. Tremblay also pointed out, what matters to the ITA, is consistent between both the Dawson Creek and Fort St John programs.

J. Leclair pointed out some inconsistencies in the admission requirements which were amended:

- a) Admission Requirements for Adults, point number two, did not include Apprenticeship and Workplace Math in the list of acceptable math courses.
- b) In point three of the Admission Requirements:
 - i) The Canadian Adult Achievement Test (CAAT) was identified as the assessment tool being used.
 - ii) The minimum grade equivalent score was changed from 10.0 to 10.9.
 - iii) Mechanical Reasoning score of '51/70 (6th Stanine) or higher' was added.

J. Leclair also raised a question with regards to the wording in the Application Deadline section of both Program Information and Completion Guides and pointed out the sooner the students apply to a program the better. R. Tremblay acknowledged students can actually be accepted three days into a Trades program. J. Bowman expressed concern that this didn't allow much time to determine if a student had any type of issue that might impact their successful completion of the program. P. McClelland questioned whether this should be a College wide discussion to determine if we need institutional standards. J. Leclair agreed it was something that needed to be discussed and volunteered to look into the matter.

14.04.02 – M/S TREMBLAY/RASHID

THAT the Education Council approves the two revised Program Information and Completion Guides, one for Dawson Creek and one for Fort St. John and the revised course outlines; HVMC 100 Heavy Mechanical Trades Foundation Training, HVMC 101 Trades Mathematics and Science, HVMC 150 Heavy Mechanical Trades Level 1 and HVMC 160 Work Practicum, for the Heavy Mechanical Trades Foundation Training/Level 1 program as amended.

CARRIED

D. Haycock left the meeting.

ACTION – J. Leclair to look at Application Deadlines to determine whether they should be institutional or program specific?

Subcommittee Standing Reports

6. Education Policy Subcommittee

L. Lovegreen reported she will be posting to the D2L site and will be sending out an email to keep everyone engaged. Work is continuing on the Honesty Policy, S. Roe will be providing feedback. Some suggestions of other policies to work on included the Academic Monitoring policy which was reviewed in 2010 and the Access policy which was last reviewed in 2002.

7. Curriculum Subcommittee

J. Bowman reported the Curriculum Subcommittee has had some difficulty 'gaining traction' however there are some upcoming submissions for the May meeting. D. Batterham pointed out the issues with today's Heavy Mechanical Trades submission would likely have been caught prior to the meeting had the Curriculum Subcommittee been involved. All agreed.

Information/Discussion

8. Education Council Secretary Position

The Education Council Secretary position has been reclassified as a seasonal position in the latest budget cuts so there will be no one in the position for the months of July and August.

J. Leclair announced today would be F. Stelmack's last meeting on Education Council as she will be retiring from the College at the end of the month. Many thanks for her dedicated service.

J. Bowman reminded everyone to please fill out the Meeting Evaluation forms.

R. Tremblay thanked J. Bowman for all of his help over the past year as Education Council Chair and for a job well done.

Adjournment – 2:25 p.m.

Next Meeting – May 28, 2014

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