



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of February 26, 2014  
Dawson Creek Regional Board Room  
Fort St John Room 2116  
Fort Nelson Room 132

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Participants:	Jim Bowman (Chair) Junko Leclair Loren Lovegreen Brijesh Patel Laurie Rancourt Flo Stelmack Rene Tremblay	Autumn Brown Bev Litster Peter Nunoda Richard Podolecki Faisal Rashid Annette Tough Judy Seidl (Recording)
Absent:	Terry Beaton John Kurjata Kris McLeod Alison Starr	Cindi Cardinal Patricia McClelland Steve Roe
Guest(s):	Mark Heartt	

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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. All my relations.

**1. Adoption of Agenda**

Add Item 7 - Curriculum Subcommittee

Agenda was adopted as amended.

**2. Adoption of Minutes, January 22, 2014**

14.02.01 M/S – TOUGH/LITSTER

THAT the minutes of January 22, 2014, be adopted as circulated.

CARRIED

**3. Action List**

Residency Requirements – L. Lovegreen provided two documents, one an internal scan of Northern Lights College's residency requirements per program which shows a differentiation from 20% to 100%. The second document is a scan of the residency requirement policies of other BC institutions which range from 25% to 50%. L. Rancourt questioned why we have residency requirements of 100%. J. Leclair pointed out most apprenticeship program levels are only one course so therefore can only be 100% however the foundation programs have more than one course and could therefore be more flexible. R. Tremblay agreed this was a possibility and would look

into what other institutions have as a residency requirement for their foundation programs. All program requirements have to be met before a student can successfully complete a program and receive a credential so a residency requirement of 25% means an institution must be able to determine if a student actually meets all of the requirements within this time frame. L. Lovegreen commented the second part to this issue is prior learning assessments (PLAR) and what percentage can be used for a credential. L. Rancourt suggested she look into this aspect.

*Action: L. Lovegreen to do an environmental scan of prior learning assessments and what percentage can be used for a credential.*

CAAT Requirements – J. Leclair summarized the group's last meeting:

- Environmental scan of types of assessment tools used in other British Columbia institutions is completed
- Group has decided to do environmental scan of Power Engineering programs in Alberta
- Assessment tools currently used for Power Engineering are below level required and are looking at new tools
- Looking at perhaps offering a bridging program for students who are missing requirements
- Already have a test assessment tool in place which has been used before

R. Tremblay advised the Power Engineering program has a waitlist so any changes could only be implemented in 2015.

Education Council Process Flowchart – L. Lovegreen reported she has been working on the flowchart and wanted to have it finished for this meeting however once she started delving into the different processes she realized some areas were unclear. Also, currently, there is no pathway for bringing 'Information Only' items to Education Council. She has been in conversation with D. Campbell, Dean of Workforce Training, as this area is mainly coming to Council as information only. L. Rancourt suggested she also speak to R. Tremblay, Dean of Trades, so the process works for all programs. L. Lovegreen agreed and will try to have the flowchart ready for circulation at the next meeting.

## Decision

### 4. Program Information and Completion Guides

#### Welder Foundation

#### Welding Apprenticeship Technical Training Level 1-3

#### Welder - Specialty Metals Endorsement

#### Course Outlines:

- a) WLAT 100 Welding Apprenticeship Level 1
- b) WLAT 200 Welding Apprenticeship Level 2
- c) WLAT 300 Welding Apprenticeship Level 3
- d) WLAT 400 Welder - Specialty Metals Endorsement

M. Heartt explained the changes to the Welding program are as a result of changes being made by the Industry Training Authority (ITA). The ITA is phasing out the Welder C, B and A programs and introducing a foundation and apprenticeship training model similar to other trades programs.

Some concern was expressed regarding the discontinuation of the 'self-paced' learning environment as the College has limited programs that offer this option. R. Tremblay countered; the College just doesn't have the instructional staff to accommodate overlapping instruction where students can be at many different levels of training. Any students with disabilities or having difficulty in the program will be given more time to complete the program if they should require. L. Lovegreen pointed out the course outlines are in the old format and need to be updated, as well there is reference to a prior learning package in the Welding Foundation program guide which we do not do and should be removed. R. Tremblay confirmed all the students will still receive Northern Lights College credentials for completing the foundation and apprenticeship levels of the program as well as a Certificate of Qualification from the ITA when they complete their ITA exams. L. Rancourt recommended a special session be held to ensure recruiters, admission staff and everyone involved is aware of these significant changes and are following the new guidelines. R. Tremblay agreed.

#### 14.02.02 – M/S TREMBLAY/LOVEGREEN

THAT the Education Council approves of the revised Program Information and Completion Guides for the Welding Foundation as amended and Welding Apprenticeship Technical Training programs and the new Program Information and Completion Guide for the Welder - Specialty Metals Endorsement program. As well as the revised course outlines: WLAT 100 Welding Apprenticeship Level 1, WLAT 200 Welding Apprenticeship Level 2, WLAT 300 Welding Apprenticeship Level 3 and WLAT 400 Specialty Metals Endorsement as amended.

CARRIED

M. Heartt and P. Nunoda left the meeting.

## Information/Discussion

### 5. Policy Subcommittee Activities

J. Bowman announced the Policy Subcommittee has already had its first meeting and looked at the Senior's Discount policy. There was a lot of input given and upon doing some follow-up research with the Deans it was determined the policy was mislabeled as an Education policy and is actually an Administrative policy because of the financial implications. Upon further investigation, another policy, the Continuing Education Fees policy has also been transferred to an Administrative policy.

## **6. Creating a Welcome Environment at Education Council**

J. Bowman expressed his concern upon hearing from some previous guests of Education Council who felt they were getting interrogated and attacked instead of being treated as a subject matter resource. He stressed the importance of creating a welcome environment at Education Council. He reminded everyone, it is important for us as a group to be efficient in our mandate. When we have a set of tasks in front us to accomplish, it must be done in a timely manner, but it may also involve a lot of discussion. We all have different roles at the college and different perspectives and it is important that all these voices be heard as they are all relevant to the quality of education being offered at Northern Lights College. This is the very reason that Education Councils across the province have been set up this way by the Ministry of Advanced Education. Everyone needs to feel free and comfortable to speak. Guests that come to our meetings are also trying to improve the quality of our programs and need to be treated respectfully. The Curriculum subcommittee should help alleviate some of this issue as it will take away the intimidation factor.

There are three ways we can approach this matter:

- 1) At the end of the Board of Governors meetings, they take a few minutes to reflect back on the meeting using a questionnaire to determine if the meeting was respectful and where there might be areas of improvement. The same could be done at the Education Council meetings.
- 2) We could more formally follow Robert's Rules of Order where a person is only allowed to speak once to a topic.
- 3) Or we can adopt an attitude of invitation and acceptance. Questions that flow from an open attitude will naturally be respectful.

L. Rancourt felt it would be the most useful if we followed the same format as the Board of Governors meeting and use an adapted evaluation form at the end of the meeting. All agreed. J. Bowman will make the required adjustments to the form and bring it back to the March meeting.

## **7. Curriculum Subcommittee**

J. Bowman advised the Curriculum Subcommittee is almost complete. The invitation went out last week and responses have been coming in. In some cases there is more interest than we have positions available in each category. Tentatively the members are; Shari Harrison, Jennifer Bowes, Lana Sprinkle, Donna Merry, Loren Lovegreen, Annette Tough, Turid Giovannini and Jim Bowman as ex-officio member. This will be confirmed at next month's meeting.

J. Leclair thanked the students for attending the Education Council meeting today even though it is Reading Week!

Adjournment – 2:20 p.m.

Next Meeting – March 26, 2014

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