



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of January 22, 2014
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 132

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

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

Item 8 Industry Training Authority Mandate will be deferred to next meeting.
Item 10 L. Lovegreen requested an information item be added regarding an election.

Agenda was adopted as amended.

2. Adoption of Minutes, November 27, 2013

14.01.01 M/S – TOUGH/PODOLECKI

THAT the minutes of November 27, 2013, be adopted as circulated.

CARRIED

3. Action List

Policy Subcommittee – Item is completed, more about this later on the Agenda.

Student Rights and Responsibilities – to be addressed in item 5.

Residency – L. Lovegreen reported the item is still in progress and may have more information next month.

CAAT Requirements – The group did not meet in December so there is nothing new to report however they will be meeting again before the next Education Council meeting and will have more to say at the February meeting.

CCP Study Form – The item can be removed from the Action List as L. Lovegreen and P. Nunoda now have a copy of the individual study form.

Education Council Process Flowchart – L. Lovegreen reported the flowchart is not yet ready for feedback as she would like to include D. Campbell in the discussion and has a meeting with him on February 4th to address items we bring to Education Council as 'Information Only'. She would also like to address the idea of making universal changes so all documents are updated simultaneously when changes are made.

Decision

4. Social Service Worker Diploma Revised Program Information and Completion Guide

S. Roe summarized the submission with the most significant change being made to the admission criteria aligning it with the University Arts and Science requirements. He assured this would not disadvantage students in any way and in fact would make the process more flexible for the students. Part-time students will be limited to completing the program within a six year period. The Social Service Worker Bridging Certificate is being deactivated due to the struggle to provide courses on the smaller campuses. The importance of students getting a Criminal Record Check done *before* the start of classes has been emphasized. The minimum grade for individual courses has been changed to 'D'. An attendance requirement has been added and the hours of the program have been increased to 1055. The requirement of two reference letters has also been removed as a result of recommendations made at November's Education Council meeting.

T. Giovannini clarified the Criminal Record Checks are now good for five years. R. Podolecki reported he had spoken to a number of Social Service Worker students and discovered many of them felt ENGL 100 should be taken in the first term and that this wasn't stressed enough. C. Kaweesi assured she does advise students to do this already but will try to emphasize it more. J. Bowman inquired as to the Residency Requirement of 50% to which C. Kaweesi replied this number is consistent with other institutions in the province that offer this program.

P. Nunoda questioned the attendance requirement in the Additional Requirements section where it states 'Students who exceed 20% absenteeism per course will be referred to the Program Dean. This may lead to the student being released from the program.' While he agreed from a practice perspective that absenteeism usually extends to the rest of the program, these two lines imply that if a student misses 20% of one course, the student may be released from the program even if the student achieved 60% in the course. J. Bowman suggested language from the Trades Attendance Policy be added here for clarification. Discussion followed with everyone agreeing to the importance of consistency in language when dealing with student attendance. S. Roe and C. Kaweesi both agreed to revise the statement to be consistent with the language used in the Trades Attendance Policy.

14.01.02 – M/S TOUGH/BROWN

THAT the Education Council approves the revised Program Information and Completion Guide for the Social Service Worker Diploma program as amended incorporating the suggested changes from the Trades Attendance Policy.

CARRIED

C. Kaweesi left the meeting.

5. Student Rights and Responsibilities

L. Friesen advised the changes from the October 2013 Education Council meeting have been incorporated into the policy and no further suggestions have been received. P. McClelland applauded everyone who worked on this policy. J. Bowman commented the policy reflected a real team effort at the College and suggested, for clarity, we include previous versions of documents when they are revised over several meetings.

14.01.03 – M/S NUNODA/TOUGH

THAT the Education Council approves of the Student Rights and Responsibilities Education Policy as presented.

CARRIED

6. Curriculum Subcommittee Terms of Reference

J. Bowman explained the Terms of Reference for a Curriculum Subcommittee of Education Council would provide a more formal system that will ensure the quality of our curriculum. The Curriculum Subcommittee would ensure submissions are approval ready when they come to Education Council which would make for a much more efficient process and would allow the Council more time to discuss other important topics. P. Nunoda suggested the Registrar 'must' be an active member of the Committee. L. Lovegreen agreed.

14.01.04 – M/S PODOLECKI/TOUGH

THAT the Education Council approves of the Curriculum Subcommittee Terms of Reference as amended.

CARRIED

P. Nunoda and D. Campbell left the meeting.

Information/Discussion

7. Honorary Associate of Arts Degree (HAAD) Committee

L. Lovegreen explained the Honorary Associate of Arts Degree (HAAD) Committee met in November to address the nomination of two excellent candidates. The Committee determined both candidates should be put forth for an Honorary Associate of Arts Degree and are seeking Education Council's support. J. Bowman confirmed the Education Council supports the HAAD Committee's recommendation of both candidates.

8. Industry Training Authority (ITA) Mandate

Deferred to next month's meeting.

L. Friesen left the meeting.

9. Policy Subcommittee Update

J. Bowman was pleased to advise he received an immediate response from the staff to our email requesting membership for the Policy Subcommittee. The members are: David Batterham, Ramona Nehring, Michael French, Carole Taylor, Annette Tough, Chenyl Graff, Robyn Mallia, Paola Rodriguez, Loren Lovegreen, Peter Nunoda and Jim Bowman as an ex officio member as Education Council Chair.

The Subcommittee, being under the auspices of the Education Council, will need some guidance as to what Policies will need to be looked at first. Some suggestions were made and J. Bowman asked everyone for the next two weeks to provide a rationale for which policies we should address first.

10. By-election

L. Lovegreen noted the Education Council is missing three members at the present time. One representative from the Vocational area of the College and both positions are vacant in the Developmental area. P. McClelland pointed out the President has the ability to appoint new members. L. Lovegreen did discuss this with President, L. Rancourt, and she would prefer to go the election route. J. Bowman emphasized the importance of attending the Education Council meetings as quorum is difficult to achieve and people have worked hard to get submissions ready for approval. The Board also has a vacant position and the four positions could be dealt with through a by-election simultaneously. The election would be called in February with members available in March. All agreed.

Adjournment – 2:57 p.m.

Next Meeting – February 26, 2014

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