



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of June 25, 2014
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 132

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| Participants: | David Batterham Junko Leclair (Chair) Patricia McClelland Richard Podolecki Steve Roe Rene Tremblay | Terry Beaton Loren Lovegreen Kris McLeod Faisal Rashid Alison Starr Judy Seidl (Recording) |
| Absent: | Jim Bowman John Kurjata Laurie Rancourt | Autumn Brown Peter Nunoda |
| Guest(s): | Lisa Verbisky | |

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

L. Lovegreen requested two items be added to the Agenda:

1. Residential Construction Foundation Levels 1 and 2
2. Student Handbook and Appeal Process

Agenda was adopted as amended.

2. Adoption of Minutes, May 28, 2014

14.06.01 M/S – BATTERHAM/PODOLECKI

THAT the minutes of May 28, 2014, be adopted as circulated.

CARRIED

3. Action List

Application Deadlines – J. Leclair reported she has no documents to present today but has been looking at Application Deadlines at other institutions and will provide more detailed information at the September 2014 meeting.

Residency Requirements – The deadline for this item is March 2015 and is a component of the core review process, headed by P. Nunoda. In light of the fact that P. Nunoda is leaving the College in August, L. Leclair asked L. Lovegreen if the item should be reassigned to her. L. Lovegreen agreed.

CAAT Requirements – No meeting of the committee was held this month however the Power Engineering students have been informed of the Trades Math Assessment and are working on their books.

Education Council Process Flowchart – L. Lovegreen explained the Flowchart continues to grow and encompass more and more departmental areas including International Education and Early Childhood Education. She will continue to work on it throughout the summer and welcomes any kind of feedback or suggestions from everyone.

Prior Learning Assessment Environmental Scan – As with the Residency Requirements item above, L. Lovegreen has agreed to take on the task with a deadline of March 2015.

Decision

4. Early Childhood Education and Care

Revised Course:

ECEC 203 Current Perspectives on Practice

P. McClelland explained the course has undergone substantive changes, evolving and expanding by tying in a more global perspective. R. Podolecki questioned why there was no final exam for the course. P. McClelland explained the course is project based learning whereby students need to successfully complete a project to meet the learning outcomes.

14.06.02 – M/S BATTERHAM/PODOLECKI

THAT the Education Council approves the revisions to course outline; ECEC 203 Current Perspectives on Practice for the Early Childhood Education and Care program as presented.

CARRIED

5. Computer Service Technician

Revised Program Information and Completion Guide

Revised Course Outlines:

- a) **ICT 102 Computer Hardware**
- b) **ICT 108 Operating Systems I**
- c) **ICT 110 Professionalism and Customer Service**
- d) **ICT 112 Foundations of Web Development**
- e) **ICT 114 Networking**
- f) **ICT 120 Foundations of Systems Development**
- g) **ICT 212 Web Development II**
- h) **ICT 122 Foundation Project**
- i) **ICT 214 Database Design**
- j) **ICT 216 Database Management Systems**
- k) **ICT 232 Network Security**
- l) **ICT 234 Server Management**
- m) **ICT 236 Network Infrastructure**

L. Verbisky briefly explained the Computer Support Technician (CST) program is a revamping of the current Information and Communication Technology (ICT) program offered through BC Campus by a consortium of colleges including Northwest Community College, College of New Caledonia, College of the Rockies, Yukon College as well as Northern Lights College. S. Roe added the old ICT program was comprised of both Certificate and Diploma programs but due to a lack of student uptake for the Diploma program, only the Certificate program will be offered now through CST. He also mentioned Northern Lights College does not presently teach any of the courses in the program which is acceptable to the Consortium. R. Podolecki questioned the percentage variation in the Weighting section of the course outlines and offered some suggestions. J. Leclair explained due to the collaborative nature of the program we do not have the freedom to change the grading scheme. D. Batterham asked what the advantage is to Northern Lights College to offer this program. S. Roe explained as the student's 'Home Institution,' we are allowed to collect tuition but the 'Teaching Institutions' claim the FTEs (Full Time Enrollments). The other advantage is, we make the program available to students in our area. He also requested a small grammatical change be made to the program description in the Program Information and Completion Guide. All agreed.

14.06.03 – M/S LOVEGREEN/RASHID

THAT the Education Council approves the revised Program Information and Completion Guide as amended and the revised course outlines; ICT 102 Computer Hardware; ICT 108 Operating Systems I; ICT 110 Professionalism and Customer Service; ICT 112 Foundations of Web Development; ICT 114 Networking; ICT 120 Foundations of Systems Development; ICT 212 Web Development II; ICT 122 Foundation Project; ICT 214 Database Design; ICT 216 Database Management Systems; ICT 232 Network Security; ICT 234 Server Management; ICT 236 Network Infrastructure for the Computer Support Technician Certificate program as presented.

CARRIED

**6. Post Degree Diploma in Business Management Specializations
New Program Information and Completion Guides:
a) Health Administration Specialization
b) Information Technology Specialization**

The development of these two programs is to provide additional educational pathways for international students who hold three and four year degrees in the related fields of nursing and information technology. The Canadian High Commission only grants permission to International students for entrance into a post-degree diploma which aligns with their existing education.

S. Roe requested the term "and other health care professions" be added to the Admission requirements of the Health Administration Specialization to make it more inclusive. He also stated Northern Health has provided very positive feedback to this proposal. A discussion followed regarding the lack of timelines in the admission

requirements section of the Program Guide which concluded in the decision to leave them out as the process seems to be working for the existing Post-Degree Diploma in Business Management. All agreed the topic should be discussed in the future and S. Roe pointed out this is a broad topic of conversation at other institutions as well.

R. Podolecki wondered if the admission criteria for the Information Technology Specialization (ITS) could be broadened as well. L. Verbisky explained the difference between the two programs is that the Health Administration Specialization does not draw on the prior knowledge of the students whereas the Information Technology Specialization does. The ITS student will not be able to successfully complete the program unless they have a solid background in Information Technology.

14.06.04 – M/S RASHID/PODOLECKI

THAT the Education Council approves of the new Program Information and Completion Guides for Post Degree Diploma in Business Management - Information Technology Specialization as presented and Post Degree Diploma in Business Management - Health Administration Specialization as amended.

CARRIED

L. Verbisky left the meeting.

Subcommittee Standing Reports

7. Education Policy Subcommittee

L. Lovegreen advised the Policy Subcommittee has not met since the Program Cancellation and Program Review policies were presented at last month's meeting. A. Tough expressed concerns over not receiving the information and being able to provide feedback. L. Lovegreen will send her the information via email.

8. Curriculum Subcommittee

J. Leclair reported this month's submissions were on a tight timeline however some excellent comments were received on the D2L site as well as some good feedback on how we should proceed with future submissions. J. Leclair is working on a procedural flowchart and hopes to have it in place by September.

Information/Discussion

9. Cancellation and Program Review Policy

L. Lovegreen reported J. Leclair had added some other documents to the D2L site pertaining to the Cancellation and Program Review Policies. She is seeking advice now from the Education Council members as well. She asked that the deadline for feedback from the Education Council members be July 15th in order for her to make a presentation at the Admin Committee meeting on August 27th. She also clarified that Education Council is not approving the policies, just providing input.

P. McClelland suggested we include an 'html' document on the D2L site and will provide an explanation of the process to J. Leclair and L. Lovegreen to see if this will work for the group. L. Lovegreen also agreed to send out Program Review guidelines which have been previously approved.

10. Residential Construction Foundation 1 and 2

L. Lovegreen informed Education Council that Residential Construction Foundation Levels 1 and 2 will be on hiatus for the upcoming academic year, 2014 to 2015. The decision was made as there is only one student registered for the fall term and the instructor of the program has left the College. R. Tremblay added unfortunately all efforts to fill the program have been unsuccessful. Some thoughts are already in the works to see how this program could be adapted to make it more attractive to students. R. Tremblay advised he has already informed the Industry Training Authority of the decision. L. Lovegreen pointed out the term 'hiatus' doesn't mean the program is gone for good but gives us time to re-evaluate and make the program viable.

11. Student Handbook and Appeal Process.

L. Lovegreen expressed concern over the Academic Appeal process and described some of the different situations students encounter when wanting to make an appeal. The Student Handbook outlines the process but there are a number of different avenues students must take depending on whether or not their program has a Chair, an Associate Dean or simply a Dean. The hierarchy of a program's administrative team is not always apparent to a student and confusion results. She proposed all grade appeals be submitted to the Registrar who would then pass the information on to the appropriate level administrator. The two Deans present, S. Roe and R. Tremblay both agreed to simplifying the process. J. Seidl, Secretary to the Education Council pointed out the current process is outlined in the Academic Appeal policy and the new process would have to be updated in the policy document as well. L. Lovegreen agreed.

Adjournment – 2.56 p.m.

Next Meeting – September 24, 2014

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