



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

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

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

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 8 – Various Education Council Activities

Agenda was adopted as amended.

2. Adoption of Minutes, February 26, 2014

14.03.01 M/S – TOUGH/PODOLECKI

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

CARRIED

3. Action List

Residency Requirements – Although the residency requirement environmental scan is considered completed on the action list, L. Lovegreen inquired if Education Council would like to consider a general residency education policy as a result of the information obtained. J. Bowman agreed, usually action brings forward a resolution and asked for any thoughts on the matter. P. Nunoda advised work is being done on a core review process and this could be added to that policy rather than Council having to develop an independent policy. All agreed and P. Nunoda requested the due date for this be March 2015.

CAAT Requirements – J. Leclair and R. Tremblay were absent from today's meeting. L. Lovegreen reported there has been no new activity since last meeting. The committee is continuing to look at Power Engineering and using the trade's math assessment to see how successful that will be in predicting student outcomes.

Education Council Process Flowchart – L. Lovegreen pointed out the Flowchart is still a work in progress and is looking for input. The Information Only section of the chart is blank as currently there is no process in place. Information Only items don't have to come to Education Council for approval but there needs to be a flow to keep everyone informed. As this affects mostly Workforce Training courses, she would like to have more discussion with D. Campbell, Dean of Workforce Training, to develop submission forms etc. She also noted the items in bold on the chart still need work on the process and asked everyone to take a look to see where and how we might close the loop on these items. She expressed concern over the areas where we don't have any input but still need to know what is going on and would like to weave together a better process. J. Bowman suggested the chart could be better understood if different colours or shapes could be used in order to distinguish between areas of responsibility. Discussion arose as to why some Workforce Training courses do have to come to Education Council for approval and J. Bowman clarified any Workforce Training courses which are included as part of a regular college program must be approved. P. Nunoda made a motion to make reports from both the Policy and Curriculum subcommittees a standing item on the agenda.

14.03.02 M/S – NUNODA/TOUGH

THAT reports from the Policy and Curriculum subcommittees be standing items on the monthly Education Council agenda.

CARRIED

Prior Learning Assessment Environmental Scan – L. Lovegreen reported she has been working on an environmental scan of other institution's views of Prior Learning Assessment (PLAR) to see what percent would be applied towards a credential. Some institutions consider PLAR a part of residency requirement and allocate different percentages for this. She will provide documentation at next month's meeting for everyone to look at and suggested a PLAR policy be developed for our institution as the trend appears to be other institutions are looking at different avenues of education. P. Nunoda felt this should be part of the Core Review process as well and requested it be put under his lead and make March 2015 as the due date for this as well.

Decision

4. Health Care Assistant Revised Program Information and Completion Guide

P. Eales advised changes to the admission requirements for the Health Care Assistant program are in accordance with the standards set out by the BC Care Aid and Community Health Worker Registry. Northern Lights College (NLC) is adopting the minimum English Language Competency Requirements as set out by the Registry. Some concern was raised as to the timing of the changes and if this would impact any students applying for the September 2014 term. P. Eales explained, up to now, NLC's English requirement were actually higher than the Registry's and thus there will be no impact upon students already registered for the fall term. S. Roe added, institutions can go with higher standards for the program but it is not in our best interests to do so. R. Podolecki inquired about the minimum passing grade of 75% and questioned why it wasn't in line with many of our other programs at 70%. P. Eales explained the passing grade is a requirement of the Registry. J. Bowman also pointed out some issues with the CAAT scores and P. Eales verified this score is achievable by using an average of the test scores.

14.03.02 – ROE/PODOLECKI

THAT the Education Council approves of the revised Program Information and Completion Guides for Health Care Assistant program as presented.

CARRIED

P. Eales left the meeting.

Information/Discussion

5. Aboriginal Funding and Admission Requirement

In R. Tremblay's absence, L. Lovegreen reported on his behalf. In his discussions with Aboriginal funding organizations, R. Tremblay has discovered the reason why students are going elsewhere to get the same training as is being offered at Northern Lights College. It is because of how our admission requirements are stated on the Program Information and Completion Guides. In order for students to receive funding from a federal level it is imperative that the grade 12 equivalent level is clearly indicated in the Admission requirements. He would like Education Council to perhaps look at the language of our program guides to increase our enrolment potential of native students. Some concern was expressed as academic requirements are set based on the ability of a student to successfully complete the program as opposed to getting students funded. P. Nunoda clarified the substance of the Admission requirement would essentially not be changed, just the wording itself. J. Bowman asked L. Lovegreen if examples could be brought to the next meeting for us to better understand what it is R. Tremblay is asking us to consider.

6. Bylaws – Changing submission deadline

J. Bowman advised since we have established a Curriculum subcommittee we have added another layer to the processing of submissions. In order for the committee to have time to put their minds to the task and submit their opinions to the Council, they will need to have more time to make their recommendations. The Education

Council Bylaw 10.2 on page 24 states: "In order for the Education Council to carefully consider your request, we ask that the following documentation be prepared and submitted 28 days prior to meeting dates for Council before it is addressed as an agenda item." We are oftentimes pressed to give the submissions careful consideration within this time frame without the input of the Curriculum Subcommittee so it would seem worthwhile to consider a longer period of time to change our submission date from 28 days to 48 days. D. Batterham asked if it was practical to delay submissions for a longer period of time. J. Bowman countered experience has been that there is often a rush at Council to get submissions approved when if we could get them earlier it would actually take us out of this 'crisis mode'. A. Starr commented sometimes changes to programs are mandated by other organizations and circumstances and therefore it can be difficult for a submitter to get changes done. J. Bowman advised, Council can be flexible to this situation and there are provisions in our Bylaws to address this type of rush submission but this should not be considered the 'norm'. P. Nunoda agreed it is the 'norm' at other institutions that any anticipated changes to a program be addressed well in advance, in most cases in the previous year leading up to the changes. J. Seidl advised the 28 day period in reality is only 21 as the meeting package must be prepared for the membership one week in advance of the meeting. L. Lovegreen also expressed her concern for the limited timeline and would support at least a minimum of six weeks submission time. She would like to see us as an institution, start thinking a year ahead. P. Nunoda stated this is the standard practice at other institutions. J. Bowman emphasized we decided as a Council that we needed to have subcommittees and now we need to address how we are going to accommodate them. Something needs to change and we will be looking at this again next month.

7. Reminder – April is Vice and Chair Elections

Just a reminder, election of Education Council's Chair and Vice Chair positions will be happening in April according to directives from the College and Institute Act. J. Bowman asked all to think about the leadership of Education Council and perhaps to consider taking on one of these roles.

8. Various Education Council Activities

- a) We have both the Policy and Curriculum subcommittees geared up to go, the official membership list of the Curriculum subcommittee are Shari Harrison, Patricia McClelland, Lana Sprinkle, Donna Merry, Loren Lovegreen, Turid Giovannini, Annette Tough and Jim Bowman as ex-officio.
- b) Student member, Cindi Cardinal is no longer a student and is therefore not eligible to sit on Education Council.
- c) Bev Litster's membership on Education Council comes to an end effective March 31, 2014.
- d) As a result of the recent elections, David Batterham is joining us once again. There are still vacant positions on Council to be filled, 1 Vocational and 1 Developmental.
- e) The proposed Meeting Evaluation Survey form was included in today's meeting package and is being presented for feedback. Please send an email to J. Seidl

with any suggestions or ideas you may have for any improvements. This form will be initiated at our next meeting.

Adjournment – 2:36 p.m.

Next Meeting – April 23, 2014

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