



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of May 28, 2014  
Dawson Creek Regional Board Room  
Fort St John Room 2116  
Fort Nelson Room 132

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

Agenda was adopted as circulated.

**2. Adoption of Minutes, April 23, 2014**

D. Batterham noted his name was not on the list of 'Participants'.

14.05.01 M/S – LOVEGREEN/BATTERHAM

THAT the minutes of April 23, 2014, be adopted as amended.

CARRIED

**3. Action List**

Application Deadlines – Work is still in process, nothing to report until June meeting.

Residency Requirements – Due March 2015, no updates.

CAAT Requirements – J. Leclair reported the committee has decided to request that our Power Engineering students do a math assessment in their first week of the program to determine what skill level they are at in math. This will be done for both the 2014 and 2015 cohorts to see if there is a skill gap for students solely accepted with the Canadian Adult Achievement Test (CAAT). During the summer, data will also be collected on student skills and successes in the Electrical and Instrumentation programs which both utilize the trades math assessment for entry into the programs.

J. Bowman, who is currently a member on the committee, will be leaving at the end of June and the committee would like to ask D. Batterham to join the working group. D. Batterham agreed. The next report will be in October of 2014.

Education Council Process Flowchart – L. Lovegreen thanked P. McClelland for her feedback. As work on the flowchart progresses, the gaps become more and more apparent and work will have to continue through the summer to capture all the missing pieces. She will be able to report more in September.

Prior Learning Assessment Environmental Scan – P. Nunoda is not available for comment so there is nothing to report. Due March 2015.

## **Decision**

### **4. Welder Foundation Revised Program Information and Completion Guide New Course Outline WLDF 100 Welder Foundation Training**

M. Heartt advised he and the welding instructor have been working together to align the Welding program with the Industry Training Authority Official Program Standards Notification, which was effective March 31<sup>st</sup> of this year. The biggest changes are the reduction of nine courses down to one, WLDF 100 Welder Foundation Training and the elimination of continuous intake into the program. Concern was expressed that students would have to take the entire program over if they failed one aspect of the program. R. Tremblay assured there is still a great deal of flexibility in the program to ensure students have the support they need to successfully complete the program. The students also have the option of finding a sponsor and continuing their studies as an apprentice. M. Heartt also pointed out there is a lot of extra time built into the Welding Foundation program to give students a lot more practical experience for those who come into the program with no previous experience, 28 weeks as opposed to 16 weeks for a Level 2 apprenticeship. R. Podolecki raised a few concerns which led to questions regarding the Typical Weighting and Grading section of the WLDF 100 Welder Foundation Training course outline. M. Heartt and R. Tremblay explained the course outline form does not have a section for 'Practical Assessments' which would be mostly applicable to the Trades and therefore they must lump the percentages for practical and performance testing together under the 'Quizzes/Test' section. A suggestion was made to revise the course outline form to include 'Practical Assessment' in order for the correct weighting to be indicated for Trades course outlines.

14.05.02 – M/S – BOWMAN/BROWN

THAT the Education Council approves the revised Program Information and Completion Guide and the new course outline; WLDF 100 Welder Foundation Training for the Welder Foundation program as amended.

**CARRIED**

14.05.03 – M/S – TEMBLAY/BATTERHAM

THAT the Education Council amends the course outline form in the Typical Weighting and Grading section to include a 'Practical Assessment' component.

CARRIED

M. Heartt left the meeting.

**Subcommittee Standing Reports**

**5. Education Policy Subcommittee**

L. Lovegreen advised she will be addressing two new policies which are being developed in Item 9 of today's agenda and will comment on the Policy Subcommittee's work then.

**6. Curriculum Subcommittee**

J. Leclair explained there appears to be some confusion as to what is expected from the Curriculum Subcommittee and we will strive to clarify the Curriculum Subcommittee's role and determine the necessary timelines so hopefully everybody's eyes will be on the new submissions.

P. McClelland left the meeting.

**Information/Discussion**

**7. Education Calendar**

L. Lovegreen commented she was still receiving edits to the Education Calendar that morning. Concern was expressed over the name change of the Information and Communications Technology program to Computer Support Technician. Some members felt the way the information was displayed on the proposed Calendar would cause confusion. J. Leclair explained the program was a collaborative program offered through BC Campus by a number of different institutions and that these changes were actually being made by the collaborative not Northern Lights College, the submission is scheduled for the June meeting. L. Lovegreen was not comfortable changing the name prior to formal approval at Education Council. A number of suggestions were made and L. Lovegreen agreed to consult with S. Roe, Dean of the program who was not in attendance at today's meeting and B. Lyon, Executive Director Communications Management, regarding the matter.

## **8. Academic Governance Meeting Report**

J. Leclair, as our new Chair of Education Council, had attended the Academic Governance meeting held in April where Education Council chairs throughout the province meet to discuss issues happening at their respective institutions. She was heartened to hear they are dealing with the same issues as we are at Northern Lights especially in the area of policies and processes. A lot of work needs to be done in this area and she encouraged everyone to participate in any working groups that may arise.

## **9. Cancellation and Program Review Policy**

J. Leclair spoke first to the topic of the two new proposed policies and advised everyone to carefully review them. She explained Northern Lights College (NLC) has no Program Cancellation policy in place nor do we have a Program Review policy in place at the moment only 'Program Review Guidelines'. The announcement of the cancellation of the Visual Arts program last month raised a lot of questions from Community members and staff alike, as to how and what process led to this decision. From this it was determined that Education Council was not consulted in the process as stipulated in the College and Institute Act, Section 23 – 1(e) where it states "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: cancellation of programs or courses offered by the institution or changes in the length of or hours for the courses or programs offered by the institution;". Upon further investigation, two different court cases in the Province of BC also ruled that even if a policy doesn't exist at an institution, the Board is still required to seek advice from Education Council on the cancellation of programs as mandated by the College and Institute Act. Nothing can be done about the circumstances surrounding the cancellation of Visual Arts however this particular situation has led us into realizing we need both of these policies so we can prevent a similar situation in the future.

J. Bowman agreed and added, the process as outlined in the College and Institute Act is very clear, even down to the timeline of when this should occur. As educators at the College we must have a role in this process as there is a great benefit to asking advice from a group that has representation from instructors, students and support staff. Education Council exists to bring in perspectives that aren't present at the Board level. Before decisions such as this are made, program reviews should be completed and we need procedures in place so this confusion doesn't happen again. The protocols are quite doable – these policies move us forward and would make for a stronger council and more comprehensive decisions.

J. Kurjata, Vice-Chair of NLC's Board of Governors, admitted it was quite disconcerting to hear that of the only two required parties at an educational institution, Education Council and the College Board of Governors, that at other institutions they are fighting one another instead of being on the same side. He acknowledged it is not an easy decision to cancel a program and if there is any way we can improve communications between the two groups at Northern Lights

College, he will take this back to the Board as he believes in a proactive approach and the main focus should be the institution.

L. Lovegreen pointed out the two policies being presented today are a proactive response to the situation. In them are interpretations of the roles of all parties involved and the steps that need to be taken. They are a first draft and she is asking the Policy Subcommittee to look at them and get feedback within the first week of June so she can bring that back to the June meeting. She would also welcome any input from Education Council members as well and has posted a discussion group on D2L for everyone to contribute to. The policies will be brought back to the June meeting as an information and discussion item.

J. Leclair announced Brijesh Patel has missed four consecutive meetings of Education Council and is therefore no longer eligible to be a member. She also expressed her concern over achieving quorum at next month's meeting and inquired how many would not be able to attend the June meeting. No one indicated they wouldn't be able to do so.

Adjournment – 2:30 p.m.

Next Meeting – June 25, 2014

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