



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Sept 23, 2015
Dawson Creek Regional Board Room
Fort St John Room 2116

Participants: Rosanne Hoekstra Loren Lovegreen
 Megan Bedell Lana Sprinkle
 Warren Stokes Alison Starr
 David Batterham Junko Leclair (Chair)
 Steve Roe Andy Amboe
 Audra Holloway (Recording)

Absent: Dennis Armitage Mark Heartt
 Bryn Kulmatycki Faisal Rashid

Guest(s): T. Donnelly L. 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

Item 4 presented by S. Roe
Item 8 presented by T. Donnelly
Item 10 presented by S. Roe

Agenda was adopted as amended.

2. Adoption of Minutes, June 24, 2015

W. Stokes noted that Item 4 (AME – Revised Program Information and Completion Guide) should be 'Effective: February 2016' (not September 2015)

15.09.01 M/S – STOKES/BATTERHAM

THAT the minutes of June 24, 2015, be adopted as amended.

CARRIED

A.Starr joined the meeting

3. Action List

CAAT Requirements — J. Leclair reported that since the last meeting Power Engineering changes were made to the Program Completion Guide but noted that the

last intake was under the old admissions guidelines. All the students for this intake were given the trades math assessment and the results have been received. J. Leclair also reported having a discussion with Cindy Page regarding ECE and EA programs – Cindy is to come to FSJ in October– to meet regarding those programs.

Education Council Process Flowchart – W. Stokes commented that the final versions of the DRAFT flowchart documents are available for comment by the Education Council members. A. Holloway to send all flowchart documents by email to all members.

Admissions Policy – J. Leclair reported that there was no movement through the summer. J. Leclair would like to see the group have a meeting in the next couple weeks if possible.

Standardization of Terminology and Writing Assessment Language – J. Leclair commented that she has A. Holloway pulling together data regarding both of these Action items.

4. Course Outline POLI 200 Politics and Pipelines -

Course Outline submission presented by S. Roe. He explained that this course was developed by Eva St. Jean as primarily an elective for the Arts and Sciences program. This course is intended to enhance the relevance of the University Arts and Sciences program and to attract new students. -Upon approval, POLI 200 will immediately be eligible as an elective for NLC Associate Degrees, Criminology Diploma, Social Services Worker Diploma and Social Services Worker Certificate. S. Roe noted that the reading materials for the course were added to the submission.

J. Leclair commented that the Curriculum Subcommittee would like to thank Eva for her hard work and the quality of the Course Outline.

Motion: THAT the Education Council approves the new Course Outline POLI 200 Politics and Pipelines as presented.

15.09.02 M/S – BEDELL/STARR

CARRIED

L. Verbisky joined the meeting

5. Course Outlines ITEC 320 and MGMT 453 –

Submission presented by S. Roe to the Education Council. -He explained that these two outlines will complete the formal curriculum development process for the new PDD-IT credential. For the ITEC 320 course Peter Armstrong, Ryan Moran and the NLC IT team have set up a virtual lab in FSJ. For the MGMT 453 course the students will work on a simulation project. Currently Salil Ghosh (the course developer) is working on a possibility of a simulation project idea for the students where they would implement front office software for NLC student services.

L. Verbisky joined the meeting

W. Stokes asked about the Last Review/Revised date at the top of both of the Course Outlines. He questioned if it should be blank OR to have it as September 2015. Decision by Education Council to have the Last Review/Revised date be changed to September 2015 for both outlines and that the larger issue of what this date represents will be discussed at a later time.

W. Stokes asked that the Effective date be September 2014 (for both Course Outlines) as it should be backdated to match the Program Completion Guide. There is a possibility of students transferring in and having transfer credit for these courses. Decision by Education Council to set the Effective Date as September 2014 and to send both Course Outlines to BCCAT for articulation with the date September 2014.

W. Stokes noted that the Course Title on MGMT453 was incorrect. Decision made to fix the Course Title to 'Project Management Seminar (Information Technology Specialization)' to match the Project Completion Guide.

Motion: THAT the Education Council approves the new Course Outlines ITEC 320 Virtual Software Systems and MGMT 453 Project Management Seminar (Information Technology Specialization) as amended.

15.09.03 M/S AMBOE/LOVEGREEN

CARRIED

L. Verbisky left the meeting

Subcommittee Standing Reports

8. Education Policy Subcommittee

No activity.

9. Curriculum Subcommittee

J. Leclair reported that the Curriculum Subcommittee is currently reviewing the 'Course Outline form' to ensure that all of the sections are relevant and clearly defined.

Information/Discussion

10. CCP – 2015 Program Review Report

The CCP Program Review was presented by T. Donnelly. She reported that the CCP team undertook the program review as a group. Every member participated in some way with 7 areas of focus were identified.

1. Marketing and Recruiting – looking at ways to connect with communities to understand what is relevant and needed by our community, industry and to align with the BC jobs plan.
2. Program Integration –using the experts in CCP to understand how to support students in a program, wanting to get into a program and admission support into other programs.

3. Program Delivery and Timetables– aligning courses with time suitable for other program times and times that meet student needs.
4. Course Content, Contact Hours and Articulation – ensuring all areas are represented at articulation meetings and explore bridging models for courses.
5. Enrollment Management Access – understanding the pathway students take to get into CCP courses.
6. Retention and Persistence – understanding who the students are, where they are going and improving student experience.
7. Stakeholder Relationships – CCP needs to connect with both internal and external stakeholders to determine the best way to connect the instructional team with needed outcomes/growth.

T. Donnelly explained that this is just the beginning of an ongoing project.

J. Leclair asked T. Donnelly if the Education Council members could have a summary on the project.

L. Lovegreen asked T. Donnelly to come back to a future Education Council meeting with the summary and share with the council.

T. Donnelly and her CCP team were commended by Education Council members on their hard work and dedication.

11. Survey Results

Previous Education Council survey results (from March 2015) presented by J. Leclair.

J. Leclair thanked W. Stokes for sending a document that showed when meetings are happening in BC. -This document shows that most of BC Education Council meeting times (afternoon) are similar to ours – one meeting each month (except for summer) and are on a fixed day in the month.

J. Leclair asked if any current member is having difficulty with the current time/date.

A. Starr remarked that a bit later could be better for her. -W. Stokes stated that he would like to challenge the 8:30pm to 4:30pm time limit. -He feels that there is nothing to prohibit changing the time of the employee's day (e.g. 12 to 7pm). -A.

Starr commented that the meetings have not recently gone past 3:30pm. J. Leclair would like to look closer at the meeting time.

A.Holloway to email the larger document and a new survey out following the meeting.

12. Certificate in Arts

Discussion item presented by S. Roe. -He stated that it is difficult to offer enough of the courses required to obtain this Certificate. S. Roe and L. Lovegreen suggested suspending- the Certificate in Arts for this time and the Certificate in Arts would be removed from the website.

W. Stokes suggested instead to leave the certificate and add information to the website page that it is 'not currently accepting applications'. J. Leclair thinks this sounds like a good transition and asked S. Roe if there is a deadline for this. -S. Roe felt that at least one academic year to study the credential. L. Lovegreen suggested that we could track interest. W. Stokes wondered if we could still have students graduating without taking all their coursework from NLC. -Decision was made by Education Council that a notation of 'not currently accepting applications' be made at the top of the Certificate of Arts webpage.

13. Updated Education Council Submission Schedule

Both the updated 2015 Schedule and the new 2016 Schedule presented by J. Leclair. Discussion between members regarding the 4 week vs 6 week schedule. Decision made by Education Council to approve both schedules and to change the wording to 'Pilot' above the 6 week schedule. -Members decided that it would allow all programs to try for the Pilot date.

13. Valedictorian Policy – typo correction

J. Leclair presented a minor correction identified for the Education Policy: Valedictorian Criteria and Selection. -It was identified by Erica Rosales and is on Page 2 of 3. -The selection criteria should be numbered 1,2,3 and it is currently numbered 1,2,4. -The correction has been made to the policy.

A.Holloway commented that the task (from the June 2015 Education Council meeting) of searching for and replacing of the term 'Recruiter' with 'NLC Admissions Officer' in all current NLC Program Completion Guides and on-line Program pages has been completed.

Affected Program Completion Guides:

-Associate of Arts Degree – AHCOTE (1)

-CCP-Advanced (1)

-Practical Nursing Diploma (1)

-University Arts and Sciences:

 Certificate in Arts (2)

 Certificate in Pre-Ed (1)

 Certificate in Engineering (2)

 Certificate in Humanities (2)

 Certificate in Pre-Med (3)

 Certificate in Social Sciences (1)

 Associate of Arts Diploma – Fine Arts (1)

A.Holloway also commented that the Course Title for WMST was updated to WGST in the Education Assistant Diploma (it is listed as an elective)

J. Leclair announced that K. Needham has left NLC and the Education Council and that the student member terms have ended. - Student elections will be taking place in October.

Adjournment – 2:46 p.m.

Next Meeting – October 28, 2015

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