



B.C.'s Energy College™

NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL

Meeting of April 22, 2015
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 131

Participants: James Jones Rosanne Hoekstra
Kaleigh Needham Wanda Baker
Loren Lovegreen Megan Bedell
Lana Sprinkle Warren Stokes
Rene Tremblay Alison Starr
Khyla Fraser-Murphy David Batterham
Harman Grewal Junko Leclair (Chair)
Steve Roe Andy Amboe
Audra Holloway (Recording)

Absent: Bryn Kulmatycki John Kurjata
Carrie-Anne George Faisal Rashid

Guest(s): Lisa Verbisky Tracy Donnelly
Tanya Jones

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. Election of Chair and Vice-Chair of Education Council

T. Jones called for nominations for the position of Chair of Education Council three times. W. Stokes nominated J. Leclair. No further nominations. J. Leclair agreed to let her name stand. J. Leclair in by acclamation.

T. Jones called for nominations for the position of Vice-Chair of Education Council three times. S. Roe nominated D. Batterham. No further nominations. D. Batterham agreed to let his name stand. D. Batterham in by acclamation.

Both Chair and Vice-Chair positions are for a one-year term. Elections will be held again in April of 2016. Congratulations to both J. Leclair and D. Batterham.

T. Jones left the meeting.

2. Adoption of Agenda

Add Item 1 – Election of Chair and Vice-Chair of Education Council
Move Item 10 – Proposed 2015-16 Academic Schedule to Item 9 as a Decision Item.
Removal of Item 12 – Survey Results.

Agenda was adopted as amended.

3. Adoption of Minutes, March 25, 2015

15.04.01 M/S –JAMES/BEDELL

THAT the minutes of March 25, 2015 be adopted as circulated.

CARRIED

4. Action List

CAAT Requirements –The committee is continuing to focus on the trade’s math admission requirement for power engineering students. R. Tremblay to bring forward Power Engineering Program Guide to the Education Council for May 2015 meeting.

Education Council Process Flowchart – W. Stokes presented an interim report with a draft copy of a New Course process flowchart using current Education Council process documents. W. Stokes listed the 6 independent processes: Creating a New Course, Updating an Existing Course, Terminating an Existing Course, Creating a New Program, Updating an Existing Program and Suspension/Termination of an Existing Program. Having defined those 6 aspects – what is being presented is a representation of the direction he would like to take. L. Lovegreen commented that this process can be further qualified after more work has been done with academic planning regarding 1, 2, and 3yr plans. J. Leclair commented regarding the amount of the time required for the different steps of the process. W. Stokes mentioned that this is a template for all the different processes for Education Council. There will be continuing dialog on this topic regarding all the different processes and there will be a need to create definitions on types of courses, etc. A. Holloway and W. Stokes will continue working on the other 5 processes. Education Council members are asked to look at the flowchart and make comments/suggestions as soon as possible. A. Holloway to send out the document by email.

Language Requirement – J. Leclair reported on having had a meeting with W. Stokes regarding the fact that NLC currently has varied language requirements in every program completion guide. J. Leclair presented a suggestion to roll this item into the Development of an Admissions Policy - the development of establishing standards of equivalency for English and Math requirements internally. This will allow a set procedure for dealing with receiving academic documents and assess the equivalency of those documents. L. Lovegreen commented that this has been discussed before and that the timing is right. W. Stokes is supportive. The Education Committee agrees and the Action item is updated to ‘Admissions Policy’ and the Education Council members for this item (at this time) will be J. Leclair, M. Bedell, W. Stokes and L. Sprinkle.

Decision

5. **Diploma and Certificate in Criminology** – Revised Program Information and Completion Guide for Certificate in Criminology and Diploma in Criminology. Revised Course Outlines for: PHIL 110, SOCI 207 and SOSC 220.

L. Verbisky introduced her submission. She asked Education Council to approve the additional course options for the Criminology Certificate and Criminology Diploma programs. This would be adding SOSC 220 as an alternative for CRIM 120, adding SOCI 207 as an alternative for MATH 104 and adding PHIL 110 as an alternative to PHIL 101 or PHIL 111. She also asked to add the math pre-requisite for MATH 104 to the Criminology Diploma completion guide.

W. Stokes asked L. Verbisky why one course was SOSC and the other is SOCI. L. Verbisky answered that SOSC is a social science course – more so than a sociology course. She stated that she would like to change the rubric of the course from SOCI to SOSC as well. (W. Stokes and L. Lovegreen concur – but noted that we will need to bring any other program completion guides to Education Council for any other programs that use this course) S. Roe mentioned that others use this course as well.

Much discussion on whether a 1st year social science should be listed as a prerequisite for SOSC 207 and/or SOSC 220. Decision was reached to have the prerequisite for both SOSC 207 and SOSC 220 to be ‘One Social Science course OR permission of the instructor’. L. Lovegreen agreed with S. Roe and L. Verbisky in that she felt the prerequisites should be added to all courses/program guides. L. Verbisky mentioned that she has had conversations with the instructors regarding the prerequisites. However instructors consulted were not the course developers in this case. Discussion continued regarding the issue of whether Education Council can make changes to a course outline that a course developer has presented for submission.

J. Jones left the meeting.

M. Bedell had a question regarding the math requirement being discussed for the Certificate. She brought up that the student may choose to take SOSC 107 (instead of MATH 104) and wouldn't then need the requirement. L. Verbisky stated that she had discussed that and that she felt that it is still important. She stated that the issue is that if SOSC is not being offered – that the student will have to take Math 104 anyway. Therefore they think it should still be added. D. Batterham brought up the prerequisites comment in the Criminology Certificate Completion Guide– and that it should match the one in the Criminology Diploma Completion Guide.

J. Leclair brought up the paragraph in the Criminology Certificate Program Completion Guide regarding ‘Criminology Bridging Certificate’ to be omitted (as this no longer exists) and 2 paragraphs from the Criminology Diploma Program Completion Guide regarding SFU admission criteria.

15.04.02 M/S –BATTERHAM/BEDELL

THAT the Education Council approves the minor revisions in the Program Information and Completion Guide for the Criminology Certificate and Diploma programs as amended and the revisions to the course outlines SOSC 207(previously SOCI 207) and SOSC 220.

CARRIED

6. Diploma in Business Management – Revised Program Information and Completion Guide for Diploma in Business Management

L. Verbisky presented the submission.

- a) Effective September 2012 updating from COMM 3XX to COMM 301 and from MGMT 3XX to MGMT 302 for both the Certificate and Diploma Completion Guides.
- b) Effective September 2013 updating the ABTC exemption for CPSC 101 for the Certificate Completion Guide.
- c) Effective September 2015 adding a CPA comment and link (Diploma only), adding MGMT 430 as an elective choice (Diploma only) and adding MGMT 303 as an alternative course to ECED 201 (Diploma and Certificate).
- d) An addition to the submission: Changing the Admission prerequisites for both the Certificate and the Diploma Program Completion Guides for the Math requirement

Much discussion went on regarding the math prerequisites for both of the programs. A decision was made to table the math requirement part of the submission and take the prerequisite question back to the department for discussion. (Resubmission to Education Council - if decision is made by the department to move forward with the prerequisite as a requirement for **Sep 2016** students)

L. Verbisky mentioned that J. Leclair suggested adding 'and admissions' to be added to the 4th paragraph on Page 2 of the Certificate Completion Guide.

15.04.03 M/S –TREMBLAY/LOVEGREEN

THAT the Education Council approves the minor revisions in the Program Information and Completion Guide for both the Business Management Certificate and Business Management Diploma programs as amended.

7. Post-Degree Diploma in Business Management – Health Administration Specialization - Revised Program Information and Completion Guide for Certificate in Criminology and Diploma in Criminology.

(Decision was made by L. Verbisky to not present the New Course Outlines: HADM 310, HADM 320, HADM 330 and MGMT 450)

L. Verbisky presented the submission. She asked that the council consider the substitution of SOSC 220 for MGMT 228, the addition of MGMT 290 as an alternative to SOSC 207 and the changing of the Course Code from SOCI 207 to SOSC 207 in the Program Completion Guide.

W. Stokes asked about the 'International Student' wording in the completion guide. The decision was made to leave this for now.

15.04.04 M/S –LOVEGREEN/HOEKSTRA

THAT the Education Council approves the minor revisions in the Program Information and Completion Guide for both the Business Management - Health Administration Specialization as amended.

L. Verbisky left the meeting.
H. Grewal left the meeting.

8. Heavy Mechanical Trades Apprenticeship Training Level 1- Revised Program Information and Completion Guide for Heavy Mechanical Trades Apprenticeship Training Level 1. Revised Course Outline: HVAT 150

R. Tremblay presented the submission. He requested that Education Council approve the revised/updated Program Completion Guide and the Course Outline for Heavy Mechanical Trades Training / Level 1 in Fort St. John.

R. Tremblay asked that the words 'Foundation and Certificate in' be removed from the Program Name and Credential/Certification areas on the Program Completion Guide. He also asked that we add Ed Ditner as a second instructor and change the contact details for the instructors to the FSJ Campus.

15.04.05 M/S –LOVEGREEN/BATTERHAM

THAT the Education Council approves the minor revisions in the Heavy Mechanical Trades Level 1 Program Information and Completion Guide and the HVAT 150 (Heavy Mechanical Trades Training / Level 1) Course Outline as amended.

9. Proposed 2015-16 Academic Schedule –

W. Stokes presented his memo which included the 2015-2016 Academic Schedule dates

J. Leclair has a question regarding the Saturdays listed as last days of classes. W. Stokes explained that the proposed schedule follows the traditions of NLC with the exception that the last day of each semester now includes Saturday, and the Exam Period now begins on a Monday. This is to facilitate academic scheduling of Courses on Saturday, should the College wish to pursue that avenue. (if they require a Saturday)

S. Roe mentioned that this would also be used as a 'make-up' day for classes if required.

15.04.06 M/S –TREMBLAY/STOKES

THAT the Education Council recommends the Academic Schedule for 2015/2016 to the Board as proposed.

Subcommittee Standing Reports

10. Education Policy Subcommittee

Tabled until next meeting.

11. Curriculum Subcommittee

Tabled until next meeting.

Adjournment – 3:45 p.m.

Next Meeting – May 27, 2015

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