



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE  
EDUCATION COUNCIL**

Meeting of June 24, 2015  
Dawson Creek Regional Board Room  
Fort St John Room 2116  
Fort Nelson Room 131

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Participants:           James Jones                               Rosanne Hoekstra  
                              Kaleigh Needham                       Megan Bedell  
                              Loren Lovegreen                        Bryn Kulmatycki  
                              Warren Stokes                           Alison Starr  
                              David Batterham                       Faisal Rashid  
                              Harman Grewal                         Junko Leclair (Chair)  
                              Steve Roe                                Andy Amboe  
                              Audra Holloway (Recording)

Absent:                 Lana Sprinkle                             Dennis Armitage  
                              Carrie-Anne George                    Khyla Fraser-Murphy

Guest(s):             H. Hobenshield                         R. McAleney  
                              C. Kaweesi

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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**

J. Leclair requested (due to time restraints) that certain items be moved to Email communication:

1. Agenda Item #3: Action List Review
2. Agenda Item #12: Education Policy Subcommittee Report
3. Agenda Item #13: Curriculum Subcommittee Report
4. Agenda Item #15: Survey Results
5. Agenda Item #16: Education Council Submission Deadlines

S. Roe requested two items deferred to the Sep 2015 meeting.

1. Agenda Item #14: Certificate in Arts
2. Agenda Item #17: CCP Program Review Report

Agenda Item #18 will be presented by W. Stokes.

Agenda Item #9 will be #8 and #8 will be #9.

Agenda was adopted as amended.

**2. Adoption of Minutes, May 27, 2015**

15.06.01 M/S – JONES/BEDELL

THAT the minutes of May 27, 2015 be adopted as circulated.

CARRIED

### 3. Action List

- Moved to Email communication.

### 4. Aircraft Maintenance Engineering Revised Program Information and Completion Guide.

The submission was presented by H. Hobenshield. He discussed the rationale for this request which is to improve the language and include more information in the Admission Requirements to better reflect the options available for entry into the program. He explained that they would also like to remove the physics requirement as the required level of physics is taught within the actual AME program and other AME programs do not require this course.

D. Batterham asked about the CAAT section of the Admission Requirements (Page 1, first paragraph). Much discussion between the members regarding the required minimum of the program. J. Leclair explained that there are options in the listing of the CAAT and admission requirements. W. Stokes suggested that we should not put the completion of a course beside a CAAT requirement. He advised Education Council to focus on the high school grades and to leave the CAAT testing out of the submission today. The decision was made by the Education Council to leave the CAAT wording intact (as presented).

M. Bedell asked about the mark (of 67%) for the core science course (Page 2, second paragraph) – as the dual credit students are being expected to have a higher bar than the mature students when applying. H. Hobenshield explained that whatever the core science that they take – they are required to get a 67% mark. J. Jones and W. Stokes stated that they support this concept – as grade 12 students need to be aware they must make a certain standard - a bar that must be met to help them be successful in the program.

J. Leclair asked about the Grade 11 English listed under Dual Credit (Page 2, second paragraph)– decision by Education Council to add ‘Communication 11’ with the English 11.

J. Leclair asked about the fourth paragraph on Page 2 of the Guide that states ‘Work experience.... above ‘will’ also...’ She asked if this should be: ‘will’ be or ‘may’ be.

H. Hobenshield explained that it is ‘will’ be.

J. Leclair brought up the physical components paragraph on Page 2 – she inquired if this had been brought before the NLC Access Services Coordinator. H.

Hobenshield explained that he did consult Lorelee and Sandra – he read from an email from where Lorelee suggested that this paragraph be discussed with the new dean. H. Hobenshield explained that this was in the previous guide. Decision was made by the Education Committee to take this paragraph out of the guide. L.

Lovegreen suggested that the Education Council work on a standardized comment for completion guides. H. Hobenshield and R. McAleney will take this to the new dean – to look not only at a standardized comment, but, also a standard place to put it within the guide. A. Amboe suggested that this information is possibly added under the Career Prospects area.

J. Leclair brought up the ‘Career Prospects’ paragraph on Page 3 – to remove the word ‘Excellent’. Decision was made by the Education Council to remove the word.

J. Leclair asked for the last sentence of the fourth paragraph on Page 3 to be removed. Decision was made by the Education Council to remove the sentence.  
\*Amendment: Program Completion Guide Effective date changed from September 2015 to January 2016.

15.06.02 M/S – JONES/STOKES

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Aircraft Maintenance Engineering - Basic Training as amended.

- B. Kulmatycki joined the meeting
- H. Hobenshield left the meeting

**5. Carpentry Apprenticeship  
Revised Program Completion Guide**

**Revised Course Outlines:**

- CNST 100 Carpentry Apprenticeship Level 1**
- CNST 200 Carpentry Apprenticeship Level 2**
- CNST 300 Carpentry Apprenticeship Level 3**
- CNST 400 Carpentry Apprenticeship Level 4**

Submission presented by R. McAleney. As per new ITA guidelines – each of the Carpentry courses is being increased by one week. The curriculum is not being revised at this time. R. McAleney explained that the Effective date on both the Completion Guide and the Course Outlines should be \*Sept 2015. No other questions/comments raised. \*the Effective date was amended following the meeting to January 2016. All documents updated to January 2016.

15.06.03 M/S – AMBOE/NEEDHAM

Motion: THAT the Education Council approves the revision of the Course Outlines CNST 100, CNST 200, CNST 300, CNST 400, and the Program Information and Completion Guide for Carpentry Apprenticeship as amended.

**6. Heavy Mechanical Trades – Gap Training**

**New Course Outline:**

**HDAT 105**

Presented by R. McAleney. The ITA is phasing out Heavy Duty Mechanics and merging it into Heavy Mechanical Trades . This program is to help transition the students from the Heavy Duty Level 1 to prepare for Heavy Mechanical Level 2. It will be offered in the summer to lessen the impact on the students and the industry. W. Stokes asked if the HDAT Course Outline calendar description could be amended to: 'This course is to bridge the gap between Heavy Duty and Commercial Transport Level 1 to prepare for Heavy Mechanical Level 2). Decision by Education Council to change the calendar description.

15.06.04 M/S – BEDELL/NEEDHAM

Motion: THAT the Education Council approves the new course outline HDAT 105 Gap Training Heavy Duty Level 1 to Heavy Mechanical Level 2 as amended.

J. Jones left the meeting

**7. PSYC 230**

**Revised Course Outline:**

**PSYC 230**

Submission presented by C. Kaweesi. C. Kaweesi explained that the course had not been delivered since September 2005 and the course is being revised to improve transferability. The course has revised learning outcomes, course content, grading weight, calendar description and course title.

D. Batterham brought up the 'Program' (University Transfer) on the Course Outline – this should read University Arts and Sciences. Decision by Education Council to change the program.

C. Kaweesi requested that both PSYC 230 and PSYC 220 Course Outlines be re-submitted for articulation to BCCAT.

J. Leclair had a question regarding the 'Typical Activities and Weighting'. The Assignment part of the course is worth 45% of the student's mark and only one video critique is listed for that mark. She asked if this was correct. C. Kaweesi explained that this is a large and comprehensive project.

C. Kaweesi's information to be added to the instructor area of the Course Outline.

15.06.05 M/S – RASHID/ROE

Motion: THAT the Education Council approves the revised Course Outline PSYC 230 Advanced Communication Skills as amended.

**8. WMST 100**

**Revised Course Outline:**

**WMST 100 (WGST 100)**

Presented by C. Kaweesi. C. Kaweesi explained that at the provincial WMST articulation meeting in 2013 and 2014 many institutions added or changed to gender studies as the course code. She explained that gender studies is a more inclusive term that would allow a more varied course offering under this code.

A. Starr brought up the fact that 'WMST' 100 is referred to multiple times in the Course Outline and should be fixed. Decision by Education Council to update the wording to WGST.

W. Stokes brought up the fact that we have changed the name but, have not changed our course outline content (that is that we added the word 'Gender', but have not added any additional course content). C. Kaweesi explained that she looked into the transferability and decided that the course content does not need to be updated as it has excellent transferability. She explained that the articulation committee did not discuss the actual course content. She is hoping to have another 1<sup>st</sup> year course to meet the AA requirements for Gender Studies.

Much discussion by the Education Council regarding the Course Code and the Course Title. Decision made by the Education Council that the course code will be changed to WGST.

15.06.06 M/S – HOEKSTRA/LOVEGREEN

Motion: That the Education Council approves the revised Course Outline WGST 100 Women and Gender Studies as amended.

**9. Social Services Worker Diploma and Certificate**

**Revised Program and Completion Guides:**

**Social Services Worker Diploma SSWD)**

**UAS Certificate in Social Sciences**

**Revised Course Outline:**

**SSWD 220**

Presented by C. Kaweesi. She explained that for SSWD Completion Guide the change is to open elective courses from two UNAS (6 credits) to two courses (6 credits) in ANY area at the baccalaureate level. Both the Certificate and Diploma completion guides need to have an update of the listed course to WGST 100 (from WMST 100). She also added that they would like the Council to consider adding a minimum 2.33 GPA to the current course pre-requisites for SSWD 220.

J. Leclair brought up Admission Requirements in the Certificate in Social Sciences Completion Guide (Page 1, last paragraph) and asked if the mark should be a 'C' or a 'B'. C. Kaweesi answered that it should be a 'C'.

J. Leclair noticed that in the Certificate in Social Sciences Completion Guide (page 2, first paragraph) it states 'NLC Recruiter'. She asked that it be updated to 'NLC Admissions Officer'. She asked that A. Holloway go through and change all 'NLC recruiter' wording to 'NLC Admission Officer' in all NLC UNAS program documents. Education Council members supported this decision.

J. Leclair asked about the 'Required Courses' in the Certificate Completion Guide (Page 3). She asked about the statement 'Plus four additional electives from first- or second-year arts or science'. C. Kaweesi explained that with the Social Services Certificate (in the past) students could use any 1<sup>st</sup> or 2<sup>nd</sup> year course (including Business Management courses). W. Stokes brought up that the sentence ended with 'arts or science'. Education Council decision to change the wording of the sentence to '...from first- or second-year university level courses.'

Much discussion regarding the wording of the similar statement in the SSWD Completion Guide (Page 4, bottom of page): '...in any area at the baccalaureate level'. Decision by the Education Council to add an Action Item to discuss the use of the terminology 'University-vs-baccalaureate-vs-undergraduate' level courses.

J. Leclair brought up the 'Admission Requirements' (Page 1) in the SSWD Completion Guide – she asked that the 2<sup>nd</sup> sentence be deleted. Much discussion regarding that the sentence uses 'wish' and English is a required course for the program. Decision was made by the Education Council to remove the words 'For students who wish to enroll in 100 level English courses'.

Education Council determined that an Action Item needed to be added for the language used with 'writing assessment' in all Program Completion Guides.

Effective date for SSWD 220 changed to September 2015.

W. Stokes asked about the GPA of 2.33 for the SSWD 220 practicum course— decision by Education Council to add the word ‘program’ to the first sentence of the ‘Required Minimum Grade’ in the SSWD Completion Guide and the prerequisite statement of the SSWD 220 Course Outline. Decision by Education Council to add the word ‘program’.

J. Leclair mentioned a future suggestion to the academic department regarding the significant amount of wording regarding attendance found in the ‘Additional Requirements’ area of the SSWD Completion Guide. She wondered whether there should be an attendance policy for academic programs (similar to the Trades policy).

15.06.07 M/S – ROE/NEEDHAM

Motion: That the Education Council approved the revised Program Information and Completion Guides for Social Services Worker Diploma and Certificate in Social Sciences, and the revised Course Outline SSWD 220 Practicum and Seminar as amended.

**10. CCP – Computer Studies**

**Revised Course Outlines:**

**CPST 020**

**CPST 030**

**CPST 040**

**CPST 050**

Submission presented by D. Batterham. He explained that NLC needed to realign the CPST Course Outlines with the Provincial Articulation Guide.

W. Stokes asked if there were prerequisites for CPST 030. D. Batterham stated that they are not required.

M. Bedell asked about CPST 050 and whether it would qualify for a course for graduation. D. Batterham confirmed that it does qualify.

W. Stokes asked about CPST 050 and its course content and whether it would be recognized as a university level course. D. Batterham explained that it would be considered Grade 12. Discussion on whether this course should be numbered as an undergraduate course. D. Batterham brought up that the instructor would need different qualifications to teach. Decision was made by Education Council to leave this with D. Batterham to raise this question with the Provincial Articulation committee.

15.06.08 M/S – RASHID/STARR

Motion: THAT the Education Council approves the revised Program Information and Completion Guide and the revised course outlines; CPST 020, CPST 030, CPST 040 and CPST 050 Computer Studies for the Career and College Preparation Program as presented.

**11. MGMT Accounting Courses**

**Revised Course Outlines:**

**MGMT 103**

**MGMT 109**

**MGMT 120**

**MGMT 201**

Presented by F. Rashid. F. Rashid asked the council to consider the following changes to the accounting courses (as per Articulation meetings) to make them more up to date and transferable:

MGMT 103 and 109– learning outcomes and textbooks

MGMT 120 – learning outcomes and course sequencing

MGMT 201 – prerequisite requirement of a B+ grade in MGMT 120

J. Leclair presented a suggestion from Curriculum Subcommittee to have the words 'Midterm' and 'Final Exam' removed from the 'Course Content' area and the word 'should' replaced by 'will' in the first sentence under 'Learning Objectives' in all the course outlines. Education Committee agreed with these suggestions.

F. Rashid answered Curriculum Subcommittee's question regarding weighting of the course (Midterm and Final is 90%) – he explained that this was taken from the articulation committee and that it had been discussed with S. Roe as well (an example of SFU – the weighting of the final and midterm was 95%).

J. Leclair brought up MGMT120 and the comments listed in the 'Additional Course Comments and Policies' and yet other courses do not have them. This was discussed by the Education Council members and it was decided that this is a minor change and can be discussed with instructor M. Tenisci.

15.06.08 M/S – BEDELL/ROE

Motion: THAT the Education Council approves the revised course outlines MGMT 103 Foundations in Financial Accounting Level 1, MGMT 109 Foundations in Financial Accounting Level 2, MGMT 120 Financial Accounting and MGMT 201 Intermediate Financial Accounting I as amended.

## **Subcommittee Standing Reports**

### **12. Education Policy Subcommittee**

- Moved to Email communication

### **13. Curriculum Subcommittee**

- Moved to Email communication

## **Information/Discussion**

**14. Survey Results** – Moved to Email communication

**15. Survey Results** – Moved to Email communication

**16. WFTR 338 Course Outline** – presented by J. Leclair. The course WFTR 338 did not previously have a Course Outline.

J. Leclair thanked the Student members of the Committee for their commitment and all of their comments throughout their time with the Education Council committee.

Adjournment – 3:48 p.m.

Next Meeting – Sep 23, 2015

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