



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of May 27, 2015
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 131

Participants:	James Jones Kaleigh Needham Rene Tremblay Alison Starr Faisal Rashid Steve Roe	Megan Bedell Warren Stokes Carrie-Anne George David Batterham Junko Leclair (Chair) Audra Holloway (Recording)
Absent:	John Kurjata Loren Lovegreen Andy Amboe Khyla Fraser-Murphy	Rosanne Hoekstra Lana Sprinkle Bryn Kulmatycki Harman Grewal
Guest(s):	Lisa Verbisky	Tracy Donnelly

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 - Removal of BIOL 105 from the motion
Item 13 – Removed (to be added to June meeting)

Agenda was adopted as amended.

2. Adoption of Minutes, March 25, 2015

15.05.01 M/S – ROE/BEDELL

THAT the minutes of April 22, 2015, be adopted as circulated.

CARRIED

3. Action List

CAAT Requirements — J. Leclair reported that the Power Engineering program will be a submission for this meeting. J. Leclair let the committee know that she has started collecting data regarding discrepancies. She also reported that she has sent out emails to instructors (and others) for information regarding issues about CAAT and the admission process and student issues. She hopes to have a report for the June meeting.

Education Council Process Flowchart – W. Stokes presented the new flowcharts. Work has continued with the development of the remainder of the flowcharts– they will be presented in full for the June meeting.

Admissions Policy – J. Leclair mentioned that she and Megan have started discussions on the admission policies and have developed a document that contains questions and comments regarding what they would like to see in the policy. She hopes to have a meeting prior to the next Education Council meeting. This is a large project that will require quite a lot of consultation.

4. Associate of Arts Degree (Pre-Nursing) –

Steve presented the submission. Two courses BIOL 111 and BIOL 112 were previously de-activated and they would like to re-activate with minor changes. The courses are relevant to students that are looking at going into many different science/medical fields. J. Leclair asked for questions and/or comments. No corrections/questions voiced.

15.05.02 M/S – BATTERHAM/RASHID

Motion: THAT the Education Council approves the revised course outlines BIOL 111 Anatomy and Physiology I and BIOL 112 Anatomy and Physiology II as presented.

5. Applied Business Technology Program –

A. Starr introduced the submission. The course outlines were updated to re-align them to provincial standards and allow the provincial articulation committee to accept the outlines. The update is to make ensure that the Course Content and Learning Outcomes reflect the actual program content.

J. Leclair had a question regarding the required textbook. Different campuses will use certain textbooks. Decision was made to list both textbooks as required with an ‘or’ placed between them.

15.05.03 M/S – JONES/ROE

Motion: THAT the Education Council approves the revised course outlines ABTC 121 Electronic Spreadsheet I, ABTC 133 Word Processing I, ABTC 153 Word Processing II, ABTC 154 Administrative Procedures and Records Management and ABTC 161 Electronic Spreadsheet II as amended.

T. Donnelly left the meeting.

6. Post-Degree Diploma in Business Management – Specialization in Health Administration -

L. Verbisky presented the submission. These are the Course outlines that were approved ‘in principle’ at the May 2015 Education Council meeting. J. Leclair opened up the floor for questions/comments.

J. Leclair mentioned that on HADM 310 on the second page under 'Learning Outcomes' – there are comments written under the Knowledge/Attitudes/Skills/Tech. Much discussion regarding whether these comments should be put in this area. Decision was made to remove the comments under Skills and Technology from both HADM 310 and HADM 320.

Motion: THAT the Education Council approves the new course outlines HADM 310 Organizational Structure of the Canadian Health Care System, HADM 320 Community Health Planning and MGMT 450 Principles of Project Management for the Post-Degree Diploma in Business Management - Health Administration Specialization as amended.

15.05.04 M/S – STARR/BEDELL

7. Post-Degree Diploma in Business Management – Specialization in IT -

L. Verbisky presented the submission. The Completion Guide went through the Education Council previously and the presented courses were approved 'in principle'. J. Leclair asked a question regarding the transfer credits listed on the coversheet on Page 2. She asked if these were going to be offered to the IT students as electives. Lisa said that in the future it 'could' be offered to IT students- but it would be Face-to-Face – not online.

D. Batterham brought up that on the second page of the cover sheet Peter did not give an estimate regarding budget for the program – he wondered if this would be an issue. L. Verbisky responded that there is a lot of international money available at this time due to the large influx of international students.

Motion: THAT the Education Council approves the new course outlines ITEC 250 Network Infrastructure and ITEC 240 Server Management previously listed in the Program Information and Completion Guide for Post-Degree Diploma in Business Management - IT Specialization as presented.

15.05.05 M/S – RASHID/JONES

L. Verbisky left the meeting.
C. George left the meeting.

8. Career and College Preparation -

D. Batterham introduced the submission. He explained that the articulation committee in Mathematics has changed the courses at this level. To make our courses transferable the CCP Math Course Outlines have to match the material. This will update Intermediate Math to realign with the Provincial Articulation Guide and better prepare students who are moving on to Math 040.

M. Bedell asked if we are going to have MATH 031 as a prerequisite for the trades programs – do we need to update all the Completion Guides. R. Tremblay and W. Stokes both agreed that each program would then have to be reviewed. R. Tremblay felt that some trades require higher math. D. Batterham explained that MATH 031 is actually the old MATH 030 and the new MATH 030 is more difficult. W. Stokes asked if we could instead LEAVE the Math 030 code and leave that as the 'Intermediate Math' and make the 'higher math' another number. A. Starr suggested making it a much higher number – so that no one would get mixed up (like MATH 035). S. Roe

suggested taking MATH 030 off the table – and just approve MATH 035. Decision made by the council to only take MATH 035 forward.

Motion: THAT the Education Council approves the new Course Outline MATH 035 Intermediate Algebraic Mathematics for the Career and College Preparation Program as amended.

15.05.06 M/S – NEEDHAM/ROE

9. Power Engineering and Gas Processing -

R. Tremblay presented the submission. Admission requirements for this program have changed. A requirement of a laptop for the student was also added – as it is required for completing the GPO portion of the course. J. Leclair opened the floor for discussion and questions.

W. Stokes asked R. Tremblay about the plan of the implementation. R. Tremblay explained that they have many people on the waitlist. IF the students are already accepted – they will have the previous requirements and then AFTER the waitlist they will require the new requirements. He explained that : IF students are on the waitlist for 2016/2017 – these students will have to do the trades math testing if they don't have the admission requirements. Much discussion regarding the additional testing for the students on the waitlist. J. Leclair explained that we are wanting to assure that the students are successful. W. Stokes explained that there are options on how to update the wording of the Admission Requirements for the students on the waitlist. He made a suggestion to go to each student or we can have a statement that goes out for a certain intake. R. Tremblay asked the admission officers what they think. J. Leclair suggested that we go forward for the 2016 admission.

W. Stokes asked about the math requirements and equivalencies. J. Leclair asked about the admission requirement regarding the equivalency and grades. Decision was that 'equivalencies' is a large project that needs to be looked into as a whole for NLC.

Motion: THAT the Education Council approves of the revised Program Information and Completion Guide Power Engineering and Gas Processing as amended.

15.05.07 M/S – BEDELL/STARR

Subcommittee Standing Reports

10. Education Policy Subcommittee

Nothing to report.

11. Curriculum Subcommittee

J. Leclair presented the Curriculum Subcommittee report. The current members are Patricia McClelland, Shari-Lynn Harrison, Donna Merry, Lana Sprinkle, Turid Giovannini, Junko Leclair and David Batterham. She reported that D2L was not working for the Subcommittee and the decision was made to use GoogleDocs. The subcommittee had meetings and discussions with the document authors. J. Leclair let everyone know that this process helped improve the efficiency of the Education Council meetings and improved the quality of the submissions and documents. It

will allow more time for the Education Council to focus on educational matters that require attention and partially address and support the need for training in curriculum development.

She suggested a change to the submission date from 4 weeks to 6 weeks prior to the meeting as a Pilot project for the Academic Department as of the October submissions. The Curriculum Subcommittee plans to be refining their Terms of Reference, roles and process within the Subcommittee and to assess the current forms used by the Education Council.

Information/Discussion

12. Certificate in Arts

S. Roe explained the issues currently with the Certificate in Arts program. He suggested putting the Certificate on 'hiatus' for the time being and removing it from the website. He explained that some of the courses are currently not being offered and the credential itself is not having a lot of interest.

S. Roe wondered about the numbers regarding this credential since 2000. D. Batterham wondered if the credential requires a change in name. J. Leclair explained that students will not be able to complete it at this time – as the courses are not being offered. S. Roe felt that even as transfer credits it just isn't viable at this time. S. Roe added that it would not be deactivated – that it would be placed in hiatus and removed from the website only. Much discussion on policies and what the Education Council does with 'hiatus' and 'cancellation'.

J. Leclair suggested that we look into the Certificate and the required courses for the next year and she will discuss this topic with L. Lovegreen.

This will be R. Tremblay's last meeting – as he is retiring. The Education Council members thanked him for all of his work with the Council and best wishes on his future endeavors. R. Tremblay thanked all the members for their professionalism and for all of their hard work.

Adjournment – 330 p.m.

Next Meeting – June 24, 2015

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