



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Nov 25, 2015
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 131

Participants: Junko Leclair (Faculty – Non-Instructional) *Chair
David Batterham (Faculty – Developmental) *Vice-Chair
Andy Amboe (Faculty – Vocational)
Crystal Barry (Student)
Megan Bedell (Faculty – Non-Instructional)
Harkaran Bhamra (Student)
Tracy Donnelly (Administration)
Katie Hallgate (Student)
Rosanne Hoekstra (Support Staff)
Estelle Li (Support Staff)
Loren Lovegreen (Administration)
Steve Roe (Administration)
Lana Sprinkle (Faculty – Vocational)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Audra Holloway (Recording)

Absent: Dennis Armitage (Board Vice-Chair)
Faisal Rashid (Faculty – Academic)
Darlene Thomas (Student)

Guest(s): Robert McAleney Cindy Page

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

Addition of Information Item: #11 'Education Council Self-Assessment' by J. Leclair.

Agenda was adopted as amended.

2. Adoption of Minutes, Oct 25, 2015

15.11.01 M/S –BEDELL/SPRINKLE

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

CARRIED

D. Batterham joined the meeting

H. Bhamra joined the meeting

3. Action List

CAAT Equivalencies and Admissions Policy – J. Leclair explained that she and D. Batterham had a long discussion regarding the difficulty in moving these two action items forward and requested that they be amalgamated together. They suggested that there be a creation of an ‘Admissions and Standards Subcommittee’ for Education Council. She explained that the rationale behind this new subcommittee is that NLC currently doesn’t have an Admissions policy and that NLC should be looking at the requirements for admission fairly regularly. She explained that with this Subcommittee the topics will be able to move forward at a better pace

Education Council Process Flowchart – W. Stokes reported that he received feedback from two Education Council members – both made comments regarding improvements to the process. He stated that he felt the flow charts are a reasonable representation of the current processes. He recommended to the council that we move on to the next step which is to review where we would like to make improvements. J. Leclair suggested creating a group of the current people listed on the Action List (J. Leclair, W. Stokes and A. Holloway). W. Stokes requested that there be a Dean or possibly L. Lovegreen in the discussion as well. S. Roe volunteered to be part of the group. The group will bring forward a presentation to the January meeting listing how the group will go about tackling the process flowcharts.

Standard of Terminology and Writing Assessment Language – J. Leclair reported that this items is currently being worked on by Lisa Verbisky, S. Roe and J. Leclair. She stated that the group hopes to have some movement on both action items by the next meeting.

C. Barry and A. Starr joined the meeting

4. Revised Program Completion Guide for Certificate in Oil and Gas Field Operations and revised Course Outline OGOP 102 Work Practicum

Presented by R. McAleney.

R. McAleney started by thanking the Education Council curriculum subcommittee for their help with creating the submission documents for OGOP.

He explained that the co-requisite statement for OGOP 102 has been updated to include four prerequisite safety courses. Previous co-requisite safety courses included in the program exceeded the practicum hosts’ requirements. R. McAleney noted that he researched safety course requirements for practicums in the Oil and Gas sector and learned that only four safety courses were required and that they must be valid for the practicum term. The safety courses can be taken at any time before OGOP 102 through various training facilities including NLC. This resulted in an overall reduction in the number of safety courses in the program.

M. Bedell asked about the CAAT test scores in the Program Completion Guide – it currently lists 11.0 (previously was 10.0). R. McAleney explained that they want Grade 10 completion (with 67%) and with CAAT to indicate completion of Grade 10 they need

to ask for 11.0. Discussion between the Education Council members regarding the difference between CAAT 10.0 and 11.0. J. Leclair explained that there are no existing applicants that will be affected by the change. Decision by council to leave the Math CAAT requirement at 11.0 requesting a report back regarding the Math requirement from R. McAleney.

W. Stokes asked about the wording used in the Program Completion guide regarding the safety courses and the fact that it states 'complete' but not 'pass'. He suggested to the council that wording for 'safety courses' be changed to 'certification' throughout. Decision by council to change the wording 'safety courses' to 'certification' throughout the guide.

W. Stokes suggested that the safety courses listed under 'prerequisites' in the OGOP 102 Course Outline should instead be listed under 'non-course prerequisites'. Decision by council to move the safety courses/certifications to 'non-course prerequisites' in OGOP 102.

J. Leclair asked whether a student would need the safety courses if they did the practicum on site at NLC. R. McAleney explained that they do need the courses to work and to go to offsite practicums but, that the students would only need the WHIMIS to do the practicum at NLC. Decision by council not to change the wording as the student will require these certifications to work in the field.

J. Leclair suggested that the last sentence of the Calendar Description be moved to another part of the course outline. Decision by council to move the last line of the calendar description to the 'Additional Course Comments and Policies' area.

15.11.02 M/S –LOVEGREEN/AMBOE

THAT the Education Council approves the revised Program Information and Completion Guide for Certificate in Oil and Gas Field Operations and the revised Course Outline OGOP 102 Work Practicum as amended.

CARRIED

R. McAleney left the meeting.

5. Revised Program Completions Guide for Diploma in Early Childhood Education and Care –

Presented by C. Page.

C. Page explained that this is the first change in the program since 2010. The revisions included incidental housekeeping updates, a substantial change to the practicum component of the program and a change of the effective date to January 2016. Currently students are required to complete both practicum ECED 208 and ECED 210 and under the revised program model students would be required to choose either ECED 208 or ECED 210 to complete the Diploma. However, graduates, at their discretion, may return to the program to complete the remaining practicum specialty. Placement is challenging in smaller towns/rural areas and it presents a barrier regarding the completion of practicums. The total hours in the program completion guide will be increased from 215 to 225.

J. Leclair asked about the proposed change of the effective date of January 2016 from the originally submitted date of September 2016. C. Page explained that since they are not increasing the number of courses and the theory is already covered they are able to start this January 2016 and not negatively affect current students.

M. Bedell asked about the English requirement in the admissions statement in the guide. She noted that it changed from CAAT to the NLC Writing Assessment. C. Page explained that yes, they would like to change to the Writing Assessment from CAAT – as she felt it is a better fit for the program. She further explained that the ECE program is needing to know where the students are at – that the writing assessment gives them a much better picture.

W. Stokes asked for clarification regarding the proposed change for the current applicants for January 2016. C. Page explained that they have done both CAAT and writing assessments on some of the January 2016 applicants. D. Batterham asked if the students are failing CAAT and do better in writing assessment. C. Page explained that there have been a few applicants that were close – and stated that for these students they are normally forwarded to CCP.

L. Lovegreen asked that we make sure that there are no disadvantaged students that are applicants for Jan 2016. C. Page explained that no one has been disadvantaged. L. Lovegreen further stated that she does not want different standards. C. Page reported that October 2015 was the cut-off date and the acceptance letters have gone out.

W. Stokes voiced concern regarding making changes in the admission requirements mid 'admission cycle' and that the NLC Writing Assessment wording in the guide does not explain what is expected. He wondered if this is how it should read – as you could fail the Assessment and still be admitted.

S. Roe commented that he thought we should be looking at how we interpret the effective date. He observed that he thinks it is meaning that implementation is actually January 2016 and that is the date that the writing assessment changes start and the students in the current admission cycle are not affected. He explained the rationale behind why the statement reads the way it does for the NLC writing assessment. C. Page added that the ECE program will be having changes in the next few years. Decision by council that the wording will not be changed at this time.

15.11.03 M/S –BATTERHAM/HOEKSTRA

THAT the Education Council approves the new Program Information and Completion Guide for the Early Childhood Education and Care Diploma Program effective January 2016 as amended.

CARRIED

6. Revised Course Outlines ECED 208 Practicum—Infant and Toddler and ECED 210 Practicum—Diverse Abilities.

Presented by C. Page.

C. Page explained the submitted changes to the course outlines include course names, course goals and objectives, course assignments, readings, hours and pre-requisite/co-requisite statements. She noted that increasing of the total hours of ECED 208 and ECED 210 to 225 hours each will align with the BC ECE Registry program profile requirements.

E. Li and J. Leclair asked about the issue with the start date, section hours and that the minutes will not be adopted until the end of January 2016. W. Stokes talked about the billing and credits/hours and when we could start this. C. Page explained that it is not

increasing hours; it is in fact just formally counting hours that are currently there (since 2010).

C. added her thanks to the Curriculum Subcommittee for their help and guidance.

15.11.04 M/S –BATTERHAM/ROE

THAT the Education Council approves the revised Course Outlines ECED 208 Practicum -- Infant Toddler and ECED 210 Practicum -- Diverse Abilities as amended.

CARRIED

7. Faculty Education Council Member Appointment

Presented by J. Leclair.

J. Leclair reported that although a bi-election was called and that there were no nominations received for the vacant Faculty Academic or Faculty Vocational positions.

W. Stokes read from page 5 of the NLC Education Council Bylaws:

2.4.3 President Appointed Staff Vacancies

The President may appoint interim members from program areas not represented to fill vacancies on the Education Council until the next formal election is held.

B. Kulmatycki stated that following the meeting he will be appointing C. Page to a vacant Education Council in a 'Faculty – Academic' position.

15.11.05 M/S –LOVEGREEN/ROE

THAT the Education Council recommends the appointment of Cindy Page as an interim Faculty Education Council member to the President until the next formal election is held.

CARRIED

Subcommittee Standing Reports

8. Education Policy Subcommittee

Nothing to report at this time.

9. Curriculum Subcommittee

Presented by J. Leclair

J. Leclair thanked the authors and the Subcommittee members for all of their hard work. She mentioned that the Curriculum Subcommittee has met 3 times in the last few weeks to work on the new Course Outline form. The new form will be simpler and more stream-lined for authors.

D. Batterham expressed his thanks to the Subcommittee members that are not actually on the Education Council for their help as well.

Information/Discussion

10. NLC College Policy Page

Presented by W. Stokes

W. Stokes explained that the NLC College Policy Committee has been working with multiple mandates, outlined what will be happening in the near future and showed a mock-up of what the new NLC Policy webpage will look like. The expectation will be to have all policies in one place.

J. Leclair asked W. Stokes to give Education Council an explanation of what the Policy Committee does. W. Stokes described the NLC College Policy Committee as a group of people developing expertise around the idea of developing policy at the institution. They have 'terms of reference' that identify 4 different types of policies that we have at the institution as defined in the College and Institution Act. L. Lovegreen added that she felt what NLC had previously regarding Policy development was a very ADHOC process. She explained that the committee members are currently tying loose ends together.

11. Education Council Self-Assessment

Presented by J. Leclair

J. Leclair stated that this is mainly an information item only as she wanted to explain what she wanted to get from a 'Self-Assessment' tool for the Education Council. She explained that 'Self-Assessment' is to provide opportunity for the Education Council to look at itself and say 'how are we doing' and 'how can we function better'. She also explained that 'Self-Assessment' is not a personal performance review or an organizational assessment. She added a few rationales, food for thought and a request from the chair that the process requires a few members to champion the process of developing and implementing the Education Council 'Self-Assessment'.

Adjournment – 305p.m.

Next Meeting – Jan 27, 2016

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