



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Oct 28, 2015
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Room 131

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| Participants: | Rosanne Hoekstra Megan Bedell Warren Stokes Bryn Kulmatycki Crystal Barry Faisal Rashid Steve Roe Estelle Li Audra Holloway (Recording) | Dennis Armitage Lana Sprinkle Katie Hallgate Alison Starr David Batterham Junko Leclair (Chair) Andy Amboe Tracy Donnelly |
| Absent: | Loren Lovegreen Darlene Thomas | Harkaran Bhamra |
| Guest(s): | Edith Leer | ABT Students |

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

Removal of Agenda #8 – ‘CCP Review/Discussion’.

Addition of Information Item: ‘NLC Education Council Presentation’ by J. Leclair

Agenda was adopted as amended.

2. Adoption of Minutes, September 23, 2015

15.10.01 M/S – BATTERHAM/AMBOE

Motion: *THAT the minutes of September 23, 2015, be adopted as circulated.*

CARRIED

3. Action List

CAAT Equivalencies — J. Leclair had a meeting with the program chair of the ECE/EA programs Cindy Page regarding the use of CAAT. During the meeting it was discovered that CAAT is not accurately measuring the student’s probability of success and that the writing assessment tool would be more suited to these programs. This change will be submitted to the Education Council at a future date.

J. Leclair had a conversation to start meetings with Robert McAleney regarding CAAT in trades programs.

J. Leclair also mentioned that both the Health Care Assistant Program and Applied Business Program currently use CAAT testing and will be looked into in the near future regarding the efficiency of the testing for both the programs.

D. Batterham mentioned that R. Tremblay (retired) was still listed as a member of this team on the Action List. J. Leclair replied that Robert McAleney is quite keen to work on this topic and that Mark Heartt has now started as the new Dean of Trades and Apprenticeship.

Education Council Process Flowchart – W. Stokes stated that he had nothing to report at this time. J. Leclair mentioned that the flowcharts had been emailed out prior to the meeting by A. Holloway and strongly recommended that all members forward their comments to A. Holloway. R. Batterham asked about whether this should be by individual person or if this issue should have a team. W. Stokes replied that he would like to have individual comments regarding the current process first – then we can look at how to improve the process. Timeline is ASAP for individual comments.

Admissions Policy – J. Leclair noted that there was nothing to comment on at this time.

Standard of Terminology and Writing Assessment Language – J. Leclair stated that after the September meeting A. Holloway compiled the pertinent information regarding both the 'Terminology' and 'Writing Assessment' wording out of the current Program Completion Guides. J. Leclair handed the compiled information to L. Verbisky and S. Roe. She stated that she hoped to have a meeting regarding both these action items in the next couple weeks. S. Roe and L. Verbisky to be added to the Action Item. W. Stokes mentioned that he will be bringing the standardization on the definitions for the language used with credentials from the BCRA and BCCAT to the Education Council at a future date.

Decision

4. New Course Outlines MGMT 455 and HADM 330 -

The submission was presented by S. Roe. He explained that these are the final two courses to complete the formal curriculum development process for the new Post-Degree Diploma in Business Management – Health Administration Specialization credential. He mentioned that the title changed for HADM 330 as it was better suited to the subject matter of the course. He explained that the MGMT 455 seminar is to present the students with a project to apply their learning.

F. Rashid commented on how important project management is to the current Business Management field and that this is a trend where this type of program is going.

W. Stokes questioned the effective dates of the courses – it was discussed within the members that the program guide recently went through the Education Council for approval in May 2015. The effective dates will remain as presented.

Motion: THAT the Education Council approves the new course outline for HADM 330: Health Care Law and Ethics in Canada (with the amended course title) and the new course outline for MGMT 455: Project Management Seminar (Health Administration)

15.10.02 M/S –RASHID/STARR

CARRIED

C. Barry joined the meeting.

5. Proposed 2016-17 Academic Schedule –

The proposed 2016-17 Academic Schedule was presented by W. Stokes. He mentioned that he and S. Roe had multiple meetings regarding the issue of an early start date in Jan 2017. The conclusion was that they felt they were unable to shift anything anymore than it is without causing a domino effect at the end of the year. He explained that one side effect of the dates in the Winter semester is that the final exam period spans the Easter weekend and that communication will have to be clear to students whether they have to come in on the weekend (or not). He noted that in developing the academic schedule they maintained faithfulness regarding a reasonable balance in the number of each of the days of the week throughout the term. He also added that in addition to defining the academic schedule, NLC has a long-standing practice of defining a schedule for two 20-week semesters and this will be submitted for inclusion in NLC's definition of Academic Schedule.

B. Kulmatycki asked for clarification regarding the possibility of certain programs needing to deviate from the schedule at NLC. W. Stokes explained that the Deans can move the dates to meet the needs of the program if required (e.g. the trades).

J. Leclair asked about the reasoning behind not including the dual credit in the memorandum. She explained that NLC does have regular adult students in these semesters as well and it brings up issues regarding add/drop date and last date of withdrawals as there is nothing written officially. W. Stokes replied that the academic schedule is to be applied as broadly as possible within the institution and when we look at the dual credit delivery needs we are talking about at a relatively small piece of our programming that requires its own flexibility. He added that the Registrar's Office is trying to build a better way to communicate with all learners what the add/drop dates are so that it is both defined and accessible. J. Leclair concluded that she felt that the Education Council does not require the Dual Credit dates to come back as a decision but, instead as an 'information' item instead.

Motion: THAT the Education Council recommends the Academic Schedule for 2016/2017 to the Board as proposed.

15.10.03 M/S –ROE/BEDELL

CARRIED

Subcommittee Standing Reports

6. Education Policy Subcommittee

Nothing to report at this time.

7. Curriculum Subcommittee

Presented by D. Batterham. He reported that the committee is currently looking at different Course Outline templates from different institutions and the NLC outlines to look at having a better/more consistent document to use. He reminded the Education Council members that we are looking at a 6 week vs 4 week turn around and that this process is moving forward. He added that the Curriculum Subcommittee members are giving and getting excellent feedback and that he felt the Subcommittee members are doing valuable work allowing minor issues within the documents to be addressed prior to the submissions being presented to Education Council.

J. Leclair mentioned that she has noticed a lot of relationship building going on between the Subcommittee members and the authors. D. Batterham explained that the Subcommittee has the ability to see similar issues coming up again and again in different submissions that they can help streamline.

Information/Discussion

8. NLC Education Council Presentation

J. Leclair shared a power point presentation regarding the background and function of Education Council with the members. She mentioned that under the College and Institute Act all BC Colleges have two governance bodies: the Board of Governors and the Education Council. She listed the different and sometimes overlapping powers and duties of both. She explained the membership of the Education Council at NLC:

Voting Membership (20):

Students (1yr term) – 4 positions

Faculty (2yr term) – 10 positions

Academic – 3 positions

Vocational – 3 positions

Developmental – 2 positions

Non-Instructional – 2 positions

Support Staff (2yr term) – 2 positions

Administration (President appointed) – 4 positions

Non-Voting Membership (Ex-Officio) (2):

President

Board member

J. Leclair added suggestions from the Education Council chair at the end of the presentation.

#1) A monthly self-evaluation which would consist of a short survey form that could be done anonymously by the members. She noted that it will give the Education Council members an opportunity to express how they feel individually

and that it will show overall how we are functioning as a group. She explained that she feels it is a good tool for the Council Chair to improve the meetings. D. Batterham asked if there is a way that the members could do this immediately after the meeting electronically. W. Stokes would like to have a dialogue with the members regarding what could be in the form. J. Leclair responded that she would either send it out as a communication to members or would bring this to the next Education Council meeting as an item.

#2) To bring forward one educational presentation or discussion each meeting
#3) Invite members and non-members to participate in our future Education Council activities

F. Rashid thanked J. Leclair for bringing this information item forward. He explained that he thinks that the Education Council is at the heart of the college and he appreciates the huge amount of work behind the submissions. He remarked that the current Education Council meeting moved so quickly and smoothly because of all the hard work that is done prior to the meeting.

Adjournment – 2:08 p.m.

Next Meeting – Nov 25, 2015

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