



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Mar 23, 2016
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Dial In

Participants: David Batterham (Faculty – Developmental) *Vice-Chair
Andy Amboe (Faculty – Vocational)
Harkaran Bhamra (Student)
Crystal Barry (Student)
Megan Bedell (Faculty – Non-Instructional)
Tracy Donnelly (Administration)
Katie Hallgate (Student)
Rosanne Hoekstra (Support Staff)
Estelle Li (Support Staff)
Loren Lovegreen (Administration)
Cindy Page (Faculty – Academic)
Faisal Rashid (Faculty – Academic)
Lana Sprinkle (Faculty – Vocational)
Warren Stokes (Administration)
Audra Holloway (Recording)

Absent: Junko Leclair (Faculty – Non-Instructional) *Chair
Dennis Armitage (Board Vice-Chair)
Bryn Kulmatycki (NLC President)
Steve Roe (Administration)
Alison Starr (Faculty – Vocational)
Darlene Thomas (Student)

Guest(s): Lisa Verbisky

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

ADD: HAAD update as Item 11 presented by W. Stokes. L. Verbisky will present Item 4 and 5 and L. Lovegreen will present Item 9.

Agenda was adopted as amended.

2. Adoption of Minutes, February 24, 2016

16.03.01 M/S –BEDELL/AMBOE

THAT the minutes of Feb 24, 2016 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes restated his comment from the previous meeting that he recommended no further movement on the action item until L. Lovegreen was consulted. L. Lovegreen informed the council that she will report back on this item at the next Education Council meeting (April 27, 2016).

Standardization of Terminology – D. Batterham deferred this item until next meeting

Writing Assessment Language – D. Batterham deferred this item until next meeting

L Verbisky joined the meeting.

Decision Item(s)

4. Revised Program Completion and Information Guides for Certificate and Diploma in Business Management

L. Verbisky explained that the changing of the math entrance requirements for both the Business Management Certificate and Diploma programs are to reflect the math requirements for required courses in the program. This change will simply align the entrance requirement to the skill set needed to be successful in the required courses. She further explained that although it is desirable to maintain flexibility offered to students by having a low residency requirement, to ensure the integrity of the programs under 'Residency Requirement' it now specifies a minimum grade of 'C' for transfer credit.

D. Batterham mentioned that historically the institutional understanding of a Certificate and Diploma was brought in line with the rest of the province. He further explained that students are either in a Certificate or Diploma program and he wonders if the revised Program Guide states that the student is simply enrolling in the Business Management program. L. Verbisky responded that that was not her intention. That there would still be a Certificate and a Diploma and that a student would still be able to apply for a Certificate and then carry on for a Diploma if they wish. She added that international students are automatically entered into the Diploma program (that is what is on their offer letter). She further explained that previously the wording was that the Certificate needed to be completed first before being admitted into the Diploma program. She also added that we currently do not stop students from taking Diploma courses if they have the prerequisites. Functionally we are already doing what the proposal says. C. Page explained that in the Education Assistant program students are supposed to do the Certificate prior to doing the Diploma, but this doesn't stop Certificate students from

taking Diploma level electives. W. Stokes explained the provincial side of things regarding the impact of strategic enrollment management in an access orientated environment like NLC. He further explained that we are now progressing into where students have a Diploma goal and may stop at a year for a Certificate. He added that at the beginning of the program what is of most value to the institution is that we know that there IS a goal. He finally explained that he is in support of the submission in that it is stating there is a Certificate program but it is not a prerequisite to the Diploma program. He added that we just need to know 'what' the student's goal is.

L. Verbisky then presented the last point of the submission for consideration. She explained that they have added four University transfer courses to the set of elective options for both the Certificate and Diploma Completion Guides. If a student is looking to do two years with NLC and then transfer into a degree program at another institution, a broader list of course electives will give them greater flexibility to meet the program requirements. She further explained that the more electives that are available the more seats and courses are available for the students. She also added that currently seats were full in the offered courses and students wanted to take 5 courses when only 3 were available. This will have the benefit to NLC of spreading out the student numbers in the programming among other courses. W. Stokes asked that we offer the chance to have 'breadth' of electives but, that the student is still able to take all Business courses (and take none of the added electives if they so choose). L. Verbisky replied that this would be more to do with the advising of the student and that she likes the openness.

16.03.02 M/S –RASHID/SPRINKLE

THAT the Education Council approves the revised Program Information and Completion Guide for Business Management Diploma and the Program Information and Completion Guide for Business Management Certificate.

CARRIED

5. Revised Course Outlines MGMT 290/MATH 104 and MGMT 111/MATH 108

L. Verbisky presented the submission to the council. She explained that she spoke with Hongbin Cui (NLC math instructor) regarding the fact that the math prerequisite statement for these courses does not accurately reflect the current high school math curriculum. A review by Hongbin Cui determined that the grade 11 math courses provide a sufficient skill set to be successful in MATH 104/MGMT 290 and MATH 108/MGMT 111.

D. Batterham asked about the prerequisites of these courses requiring only passing grade but, that the NLC Business Programs need a 'C' minimum grade. L. Verbisky explained that yes, the student would have to have all the admission requirements (including the 'C' minimum grade) even if they transferred in. She further explained that they feel that the program does need to have this 'C' minimum in these courses to succeed. That a student could 'pass' the course but, if they are struggling in Math the student would be at risk in the programs.

W. Stokes brought up the issue that the MGMT 290/MATH 111 courses only have 3 credits (and not 4) with 60 contact hours. Discussion between members regarding credits and contact hours and the fact that there is no policy regarding Credits at NLC.

16.03.03 M/S –RASHID/BEDELL

THAT the Education Council approves the revised Course Outlines MGMT 290, MATH 104, MGMT 111 and MATH 108.

CARRIED

Subcommittee Standing Reports

6. Education Policy Subcommittee

W. Stokes reported from the College Policy Committee that there is now a DRAFT Policy on “policy development”. He has explained that it will be available to the committee as a DRAFT for the next Education Council meeting in April.

7. Curriculum Subcommittee

D. Batterham stated that the Curriculum Subcommittee is continuing to work on the New Course Outline document. The Subcommittee recently had a meeting on Monday March 14, 2016 to review comments from stakeholders.

8. Admissions and Standards Subcommittee

D. Batterham deferred this item until next meeting

Information/Discussion

9. Academic Program Report

Presented by L. Verbisky and L. Lovegreen.

L. Verbisky explained with regard to the Computer Support Technician program - the consortium has decided to no longer offer the CST program due to low enrollment.

L. Lovegreen explained with regard to the Heath Care Assistant program – there is funding available for an extra cohort to be offered if we get the numbers. She further explained that every few years we can apply for funds. M. Bedell added that there are applications but, no deposits at this time. L. Lovegreen further explained that if we don't get the numbers the deposits will be returned.

L. Verbisky left the meeting.

10. WFTR 192 Front End Loader

Presented by T. Donnelly.

T. Donnelly explained that Workforce Training is undertaking a huge project of looking at every single WFT outline currently at NLC. She added that they are looking first at what outlines are listed on-line and visible to the public. She further explained that they are looking at the each outline to see if it is correct and that what is currently being taught is relevant. D. Batterham asked about the WFT Outlines and that they are coming to the Education Council as an Information item and not a Decision item. W.

Stokes answered that the outlines are being worked on by A. Holloway who is ensuring that they conform to current practice. L. Lovegreen added that Education Council members are able to ask questions. W. Stokes asked that if there are Course Outlines that are identified as no longer relevant and to be 'discontinued' that these come to Education Council as well. He added that this will be important information to the Registrar's Office to document as well.

H. Bhamra joined the meeting.
C. Barry has left the meeting

11. 'In-Camera' session: 2016 Honorary Associate of Arts Degree Update.

16.03.04 M/S – STOKES/RASHID

THAT the motion made and carried during the In-Camera portion of the meeting of March 23, 2016 be brought forward for implementation.

CARRIED

Notes:

L. Lovegreen asked if A. Holloway could check current NLC Program Guides to see if we have any additional Certificate and Diploma programs (other than Business and EA). Note made that if required – this could become an action item.

Adjournment – 230 p.m.

Next Meeting – April 27, 2016

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