



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

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

Participants:

Faisal Rashid (Faculty – Academic)*Chair
Megan Bedell (Faculty – Non-Instructional)*Vice-Chair
Andy Amboe (Faculty – Vocational)
Harkaran Bhamra (Student)
Joel Singh David Singh Christunesam (Student)
Addie Dawe (Faculty – CCP)
Tracy Donnelly (Administration)
Istvan Geczy (Faculty – Academic)
Rosanne Hoekstra (Support Staff)
Tanya Jones (Support Staff)
Holly Keutzer (Faculty – CCP)
Loren Lovegreen (Administration)
Shallen Middleton (Student)
Cindy Page (Faculty – Academic)
Steve Roe (Administration)
Milanpreet Singh (Student)
Lana Sprinkle (Faculty – Vocational)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Sharon Miller (Board Vice-Chair)
Audra Holloway (Recording)

Absent:

Guest(s): Lisa Verbisky Robert McAleney

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.

1. Adoption of Agenda

Agenda was adopted as circulated.

2. Adoption of Minutes, October 26, 2016

16.11.01 M/S –SINGH/BEDELL

THAT the minutes of Oct 26, 2016 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes explained that at the request of L. Lovegreen he formed an ‘ad hoc’ group to work on the project. He added that he put out a request for members and the next step is a meeting in the New Year.

New Course Outline Form – F. Rashid stated that this template was forwarded to the Curriculum Subcommittee. Item status changed to ‘in progress’.

Pre-requisite Statements - F. Rashid stated that he forwarded this item to the Curriculum Subcommittee for their review and comment. Item status changed to ‘in progress’.

Decision Item(s)

4. Revised Course Outline SSWD 220

S. Roe presented the submission explaining that at the May 2016 Education Council meeting the approved SSWD 220 Course Outline had an omission of the prerequisite statements. He added that the prerequisites have simply been added back into the document.

16.11.02 M/S –STARR/LOVEGREEN

THAT the Education Council approves the revised Course Outline SSWD 220 Practicum and Seminar as presented.

CARRIED

B. Kulmatycki joined the meeting

5. Revised Program Guide PDD-HADM

L. Verbisky updated the wording of the motion. She explained that a current instructor for the program suggested that MGMT 217 is better suited for individuals working in the field of IT. The targeted career goal for PDD-HADM graduates is health administration or health management and CPSC 101 is a more suitable course as it covers the use of Excel and Access database. She added that to give flexibility to those students with a computer science background MGMT 217 is a viable option.

16.11.03 M/S –ROE/SINGH

THAT the Education Council approves the revised Program Guide for Post-Degree Diploma in Business Management - Health Administration Specialization.

CARRIED

I. Geczy joined the meeting.

6. Revised Program Guide PDD-Business Management and PDD-IT

L. Verbisky presented the submission explaining that MGMT 221 was approved by Education Council June 2016. At that meeting it was decided that the update of MGMT 221 to the Program Guides would return to Education Council in the fall of 2016.

W. Stokes added that current students will need to be made aware of the update.

L. Verbisky added Business Management Diploma Program Guide will require this update. Motion updated.

16.11.04 M/S –ROE/GECZY

THAT the Education Council approves the revised Program Guide for Post-Degree Diploma in Business Management, Program Guide for Post-Degree Diploma in Business Management – IT Specialization and Program Guide for Business Management Diploma Guide as presented.

CARRIED

7. Revised Program Guide Pre-Education Certificate

L. Verbisky explained the changes to the revised Program Guide:

a) Removed admission process language from the entrance requirements.

b) Added a math requirement to the entrance requirements (MATH 190 requirements)

c) Added a minimum 'C' (2.0) grade to course transfer requirements (low NLC residency requirement).

16.11.05 M/S –ROE/BEDELL

THAT the Education Council approves the revised Program Information and Completion Guide for the Pre-Education Certificate as presented.

CARRIED

8. Revised Program Guide AA-AHCOTE

L. Verbisky explained the changes to the revised Program Guide:

a) Added a post-admission requirement of a Criminal Record Check (EDUC 252 practicum requirement)

b) Removed admission process language from the entrance requirements

c) Added a math requirement to the entrance requirements (MATH 190 requirements)

d) Added a minimum 'C' grade to course transfer requirements (low NLC residency requirement).

S. Roe commented that he feels that this should be an Omnibus change for the other UNAS programs.

W. Stokes asked about the CRC language. Discussion regarding CRC version and decision by Education Council that it should be 'children and vulnerable adults'.

16.11.06 M/S –BHAMRA/ROE

THAT the Education Council approves the revised Program Information and Completion Guide for the Associate of Arts Degree (AHCOTE) as presented.

CARRIED

L. Verbisky left the meeting

9. Revised Program Guide Automotive Service Technician Foundation and the new Course Outlines ASTF 101 and ASTF 150

R. McAleney explained that the trades math and science components have been removed from program and hours have been adjusted. Students will be required to meet math requirements prior to acceptance into the program. He further explained that the 'Admissions Requirements' have been updated and certificates and qualifications have been aligned to current formats. He added that course numbers have been changed to reflect the new pattern of numbering directed from the Registrar's Office.

W. Stokes asked for clarification on the Program credential wording. Wording updated to 'Certificate in Level 1 Automotive Service Technician Foundation'. The 'Effective Date' for ASTF 101 and ASTF 150 were updated to September 2017 and the last line of the 'Calendar Description' of ASTF 101 was removed.

16.11.07 M/S –BHAMRA/LOVEGREEN

THAT the Education Council approves the revised Program Information and Completion Guide for Automotive Service Technician Foundation and the new Course Outlines ASTF 101 and ASTF 150 as amended.

CARRIED

S. Miller joined the meeting

10. Revised Program Guide Automotive Service Technician Apprenticeship and the new Course Outlines ASTA 100, ASTA 200, ASTA 300 and ASTA 400.

R. McAleney explained the name adjustment to reflect the separation between Foundation and Apprenticeship levels. He further explained that the 'Admissions Requirements' have been updated and certificates and qualifications have been aligned to current formats. He added that course numbers have been changed to reflect the new pattern of numbering directed from the Registrar's Office.

W. Stokes mentioned the Program credential wording and asked if NLC would be granting credentials for this program.

16.11.08 M/S –AMBOE/GECZY

THAT the Education Council approves the revised Program Information and Completion Guide for Automotive Service Technician Apprenticeship and the new Course Outlines ASTA 100, ASTA 200, ASTA 300 and ASTA 400 as presented.

CARRIED

11. Revised Program Guide Heavy Mechanical Trades Foundation and the new Course Outlines HMTF 101 and HMTF 150.

R. McAleney explained that the courses and program have been updated to the current language standards for all ITA curriculum programming and course acronyms were adjusted. He added that it was housekeeping changes and language format standardizing. He further explained the pathways of Heavy Mechanical Trades and made slight updates to the calendar description, Course Objectives and Learning Outcomes for HMTF 150.

W. Stokes asked if the 'Effective Date' for HMTF 101 and HMTF 150 should be aligned to the Program Guide. Decision by Education Council to have Course Outlines updated to an effective date of September 2017.

M. Bedell asked about the new Post-Admission requirement of WHMIS. R. McAleney responded that it is required.

16.11.09 M/S –GECZY/AMBOE

THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Foundation and the new Course Outlines HMTF 101 and HMTF 150 as amended.

CARRIED

C. Page left the meeting

12. Revised Program Guide Heavy Mechanical Trades Apprenticeship and the new Course Outlines HMTA 100, TTMA 400, HMTA 200 and HMTA 300.

R. McAleney explained that the courses and program have been updated to the current ITA standards. He further explained that the course acronyms have been adjusted to clearly reflect the program path. He added that a Level 4 had been added to the program.

W. Stokes asked if the 'Effective Date' for all courses should be aligned to the Program Guide. All Course Outlines were updated to an effective date of February 2017.

W. Stokes asked about the Credential listed on the Program Guide. Discussion regarding the wording for Program credential.

W. Stokes asked that the Course Code for TTMA 400 be updated to HDTA 401. Decision by Education Council to update Course Code.

16.11.10 M/S –AMBOE/BHAMRA

THAT the Education Council approves the revised Program Information and Completion Guide for Heavy Mechanical Trades Apprenticeship and the new Course Outlines HMTA 100, HDTA 401, HMTA 200, HMTA 300 and HDTA 400 as amended.

CARRIED

13. Revised Course Outline CPST 020

H. Keutzer explained that the changes were to ensure that the outline adheres to Provincial Articulation requirements. She further explained that the changes are simply a copy and paste from the provincial meeting. She added that she will present the approved Course Outlined at the provincial meeting.

16.11.11 M/S –ROE/CHRISTENSAM

THAT the Education Council approves the revised Course Outline CPST 020 Fundamental Computer Studies as presented.

CARRIED

14. Student Subcommittee membership

Faisal explained the student interest received regarding Education Council subcommittee membership. He added that the student joining the Curriculum Subcommittee would be Jitesh Rajan and the student joining the Education Policy Subcommittee would be Dat Tran.

16.11.12 M/S –SINGH/GECZY

THAT the Education Council approves the student subcommittee memberships as presented.

CARRIED

15. Right of Vote at Education Council for President

F. Rashid brought forward the question of the 'Right to Vote' of the NLC President on Education Council matters. Discussion between members. Education Council decision that the College and Institute Act will be followed and the NLC President will continue to not be a voting member of Education Council.

Subcommittee Standing Reports

16. Education Policy Subcommittee

L. Sprinkle reported that the first meeting would be Friday December 16, 2016. She added that she would have an update for Education Council at the next Education Council meeting.

17. Curriculum Subcommittee

I. Geczy reported that group had a meeting on Nov 10th to review the meeting documents. He added that the next Subcommittee meeting is Dec 1st 2016 and will be to review the New Course Outline form.

18. Admissions and Standards Subcommittee

F. Rashid reported that M. Bedell will have the terms of reference and a report for the next meeting.

Information/Discussion

19. Policy (A-5.17 Program Suspension and Cancellation)

L. Lovegreen explained that 'Program Suspension and Cancellation' is a new policy on a new format. She further explained that the format is set by the college policy committee and asked Education Council members to concentrate on the content. She added that it would be given to the Education Council policy subcommittee for discussion and recommendations.

W. Stokes explained that the document will be numbered E-3.06 – an Education Policy.

A. Holloway was asked to forward this information to the College Policy committee.

20. Education Council membership

F. Rashid reported that currently there is excellent participation and added that he has talked with additional individuals would like to be members of Education Council. Next meeting – increasing membership by next year.

21. AGC

M. Bedell gave a report of the recent AGC she attended. She explained that there was reluctance to using no paper but it is moving forward and Mike from BCCAT gave an update on Education Planner. She added that all institutions gave their report and that she got a tour of the JIBC.

22. EA ‘Retroactive Acknowledgement’

A. Holloway reported that the retroactive fix for the Education Assistant Certificate and Diploma Program Guides stemming from the Sept. 28, 2016 meeting has been completed.

Education Assistant Certificate: Effective Date Sept 2009, Sept 2010, Sept 2010 and Jan 2012.

Education Assistant Diploma: Effective Date Sept 2010, Sept 2010 and Jan 2012.

Adjournment – 3pm p.m.

Next Meeting – January 25, 2017
(No meeting in December)

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