



B.C.'s Energy College™

NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL

Meeting of Apr 27, 2016
Dawson Creek Regional Board Room
Fort St John Room 2116
Fort Nelson Dial In

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)
Rosanne Hoekstra (Support Staff)
Loren Lovegreen (Administration)
Cindy Page (Faculty – Academic)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Dennis Armitage (Board Vice-Chair)
Audra Holloway (Recording)

Absent: Lana Sprinkle (Faculty – Vocational)
Katie Hallgate (Student)
Bryn Kulmatycki (NLC President)
Faisal Rashid (Faculty – Academic)
Steve Roe (Administration)
Darlene Thomas (Student)
Estelle Li (Support Staff)

Guest(s): Connie Kaweesi
Erin Evans
Michael French
Mark Heartt
Tanya Jones

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. Election of Chair and Vice-Chair for Education Council

T. Jones called for nominations for the position of Chair of Education Council three times. A. Starr nominated J. Leclair. J. Leclair nominated C. Page. L. Lovegreen nominated A. Amboe. No further nominations. A. Amboe agreed to let his name stand. C. Page declined. J. Leclair declined. A. Amboe in by acclamation.

T. Jones called for nominations for the position of Vice-Chair of Education Council three times. L. Lovegreen nominated J. Leclair. J. Leclair nominated A. Starr. No further nominations. A. Starr declined. J. Leclair declined. No Vice-Chair elected.

Decision to bring the Vice-Chair election to the May 25, 2016 meeting to be held by the Chair.

The Chair position is for a one-year term. Election will be held again in April of 2017. Congratulations to A. Amboe.

Both Chair and Vice-Chair positions are for a one-year term. Elections will be held again in April of 2017.

T. Jones left the meeting.

M. French joined the meeting.

2. Adoption of Agenda

Agenda re-numbered after Item 4 (error in Item numbering)

Agenda was adopted as amended.

3. Adoption of Minutes, March 23, 2016

A. Starr noted that B. Kulmatycki was listed under both Participant and Absent.

A. Starr noted that the next meeting was listed as March 23, 2016.

16.04.01 M/S –BATTERHAM/BEDELL

THAT the minutes of Mar 23, 2016 be adopted as amended.

CARRIED

4. Action List

Education Council Process Flowchart – W. Stokes deferred to L. Lovegreen to report progress on this item. L. Lovegreen explained that she agreed with W. Stokes' suggestion of forming an ad-hoc subcommittee and that she will be taking the draft policy on 'Program Suspension/Cancellation' to the College Policy Committee and will have an update for the next meeting.

Standard of Terminology & Writing Assessment Language – J. Leclair reported that she recently had a meeting with L. Verbisky and S. Roe. She explained that they are working on both of these items while doing the updates on their Program Guides and Course Outlines. Over the next few months Education Council will see the cleanup of terminology/language in these documents as they come for approval. J. Leclair asked to remove these two action items – as they are being done during the process of updating the documents for submission. Education Council decision to remove both items from Action List.

Decision Item(s)

5. Revised Program Information and Completion Guide for Certificate in Social Sciences.

C. Kaweesi presented the submission to the Education Council. She explained that the Social Sciences certificate has been under review for some time and that the proposed changes to the Program Guide broaden the list of available electives to additional subject areas.

A. Holloway brought forward a question from the registrar's office regarding the effective date of September 2016 and that there had been requests from students regarding the NLC June 2016 convocation. W. Stokes explained that (as it is presented) the new version of the Program Guide would not exist until September 2016 and therefore would be impossible for NLC to graduate students with the new version for June 2016. He further explained that a student can either apply in September 2016 or there is an option of using the current Course Outline and using 'course substitution' (in consultation with Dean S. Roe) to meet the graduation requirements. C. Kaweesi stated that she would be in contact with S. Roe and would be contacting the students that would be impacted.

W. Stokes asked about the wording in the Program Guide in the last paragraph on page 3 where it states '100Level or 200 Level'. In keeping with the 'standardization of terminology' he would like to change this wording to 'baccalaureate level'.

Decision by Education Council to update the wording.

16.04.02 M/S –DAVID/ALISON

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Certificate in Social Sciences as amended.

CARRIED

C. Kaweesi has left the meeting

M. Heartt joined the meeting

6. New Program Information and Completion Guide for Certificate in Professional Cook 3 and New Course Outline COOK 300.

M. French presented the submission to the Education Council. He explained that the implementation of the Level 3 will allow students to complete all levels of the ITA Red Seal and Interprovincial program here at NLC. He mentioned that he had heard from local businesses that would like to hire locally trained staff from NLC.

W. Stokes asked about the omission of safety courses from the Program Guide. M. French explained that these students would have to have already had them to be in the COOK program. T. Donnelly explained that at least one safety course outdates. Decision by Education Council to use the same wording for the safety course (Food Safe Level 1) as the COOK 1 Program for the COOK 3 Program Guide and the same wording from COOK 090 for COOK 300 Course Outline.

M. Bedell asked about the items listed under Additional Requirements/Supplies in the Program Guide. Decision by Education Council to remove 'Specialty meats and supplies' and 'Uniforms' from Additional Requirements/Supplies.

16.04.03 M/S –ANDY/BHAMRA

Motion: THAT the Education Council approves the new Program Information and Completion Guide for Professional Cook 3 and the Course Outline COOK 300 Professional Cook 3 as amended.

CARRIED

M. French left the meeting.

7. New Program Information and Completion Guide for Certificate in Hairstylist Foundation and New Course Outlines HAIR 100 and HAIR 150

M. Heartt presented the submission to Education Council. He explained that the Hairstylist program has recently been revamped by the ITA from a 40 week program to a 35 week program. It used to be a traditional Vocational program where you got the training out front and then went out to get your hours and then write your Red Seal. They have now changed that to a Foundation/Level 1 program and then coming back for an Apprenticeship program.

J. Leclair asked about the text books listed in the HAIR 100 Course Outline. M. Heartt replied that the text books are required and should be marked as such.

J. Leclair asked about the whether the code used for HAIR 100 should instead be 090. Discussion between members. As NLC will never offer Level 1, it will always be offered as Foundation/Level 1 combined it was decided by the Education Council to leave the course rubric at HAIR 100.

J. Leclair asked if we could add the ITA curriculum link to all Course Outlines using ITA curriculum. Decision by Education Council to add the ITA link at the top of the Course Content portion of the Course Outlines.

C. Page noted that the Course Outline HAIR 100 was not marked Face – to – Face, this was added to the Course Outline.

M. Bedell asked about the 'Additional Requirements/Supplies' wording in the guide. Decision by Education Council to change the wording to 'Basic student equipment kit will be included in instructional related fees.'

M. Bedell asked about the wording of the 'Program Description' in the second paragraph of the Program Guide. Decision by Education Council to change the wording to 'Students who complete the NLC Foundation program are taught in a salon environment for the majority of their 990 hours and are credited with 300 work-based training hours.'

M. Bedell mentioned that Communications 11 seems to be missing under English in the Admission Requirements. Communications 11 added.

J. Leclair inquired about the prerequisite for HAIR 150. Decision by Education Council to add HAIR 100 as a prerequisite for HAIR 150.

M. Heartt added that for the HAIR 150 Course Outline the Grading System should be 'Pass/Fail', the Passing Grade should be 'Pass' and the Typical Activities should be 100% Employer Evaluation.

After discussion by members a decision was made by Education Council to remove any mention of 'Program Advisory' committees from Affiliations/Partnerships.

16.04.04 M/S –BATTERHAM/LOVEGREEN

Motion: THAT the Education Council approves the New Program Information and Completion Guide for Certificate in Hairstylist Foundation and the New Course Outlines HAIR 100 and HAIR 150 as amended.

CARRIED

8. Revised Program Information and Completion Guide for Certificate in Enhanced Carpentry Foundation Level 1 and Revised Course Outline RCON 100.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. The safety courses are now considered Post-Admission Requirements and the total program hours were adjusted accordingly.

M. Bedell commented that 'mechanical reasoning' was missing on the Admission Requirements for CAAT. Education Council decision to have 'Mechanical Reasoning listed under the CAAT testing. She also noted that Science 10 was added from the previous version. Decision to remove Science 10.

A. Amboe asked about the word 'may' in the sentence 'Failure to provide proof may result in immediate dismissal from the program.' in the Admission Requirements. Much discussion between members regarding the possible need for stronger language. Decision by Education Council to keep the word 'may'.

M. Bedell asked about the Effective date for the Program Guide. W. Stokes explained that yes it will be September 2016 and that all students currently in the application process will be contacted.

9. Revised Program Information and Completion Guide for Power Engineering and Gas Processing.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. The safety courses are now considered Post-Admission Requirements. He further explained that previously recorded 39 weeks was actually incorrect and has been corrected to 40 weeks. Discussion then decision by Education Council to add safety courses to the Non-Course Prerequisites for POPR 011 and POPR 200.

J. Leclair noted that Fort Nelson needed to be removed on Page 2 of the Guide.

10. Revised Program Information and Completion Guide for Wind Turbine Maintenance Technician.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. The safety courses are now considered Post-Admission Requirements and the total program hours were adjusted accordingly.

Discussion then decision by Education Council to add safety courses to the Non-Course Prerequisites for WTMT 102.

M. Bedell asked about the 'Additional Requirements/Supplies' wording in the guide. Decision by Education Council to change the wording to 'Fluid Mechanics Kit and assorted Electronics and panel pieces will be included in instructional related fees.'

11. Revised Program Information and Completion Guide for Esthetics and Nail Care Technology.

Submission presented by M. Heartt. He explained that WFTR 107 WHMIS will no longer be included in the curriculum of this program. Students will take the Beauty Safe Course (the Esthetics Industry equivalent to WHMIS) through the BC Beauty Council once they've applied for their licensing, which they do together in class. M. Bedell noted that Communications 11 is missing as an English option from the Admission Requirements.

12. Revised Program Information and Completion Guide for Electrician Foundation Trades Training and the revised Course Outline ELFT 150.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. He further explained that although the safety courses are now considered Post-Admission Requirements the total program hours will remain the same.

Discussion then decision by Education Council to add safety courses to the Non-Course Prerequisites for ELFT 150.

13. Revised Program Information and Completion Guide for Professional Cook 1 and the revised Course Outline COOK 090.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. The safety courses are now considered Post-Admission Requirements. He further explained that the total hours will remain the same.

Decision by Education Council to change the wording in Additional Requirements/Supplies to 'Uniforms will be included in instructional related fees'

14. Revised Program Information and Completion Guide for Automotive Service Technician Foundation Trades Training – Fort St. John Campus.

Submission presented by M. Heartt. He explained that the safety courses will no longer be included in the curriculum for this program. The safety courses are now considered Post-Admission Requirements and the total program hours were adjusted accordingly.

Discussion then decision by Education Council to add safety courses to the Non-Course Prerequisites for AUTO 090.

16.04.05 M/S –AMBOE/BEDSELL

Motion: THAT the Education Council approves the revised Program Information and Completion Guide for Enhanced Carpentry Foundation Level 1, Power Engineering and Gas Processing, Wind Turbine Maintenance Technician, Esthetics and Nail Care Technology, Electrician Foundation Trades Training, Professional Cook 1, Automotive Service Technician Foundation Trades Training – Fort St. John Campus and the revised Course Outlines RCON 100, POPR 011, POPR 200, WTMT 102, ELFT 150, AUTO 090 and COOK 090 as amended.

CARRIED

- M. Heartt left the meeting
- D. Armitage left the meeting
- C. Barry left the meeting

Subcommittee Standing Reports

15. Education Policy Subcommittee

Nothing to report.

16. Curriculum Subcommittee

Presented by J. Leclair. The subcommittee had a large amount of Course Outlines for the April meeting. Work continues on the New Course Outline Form.

17. Admissions and Standards Subcommittee

Nothing to report.

Information/Discussion

18. Education Policy E2.02 'Continuing Education Age Guidelines'

T. Donnelly brought the policy as a discussion item to Education Council to ensure that stakeholders were aware that there is currently a review by the College Policy Committee. She explained that the last revision of this policy was 1996 and would like to know if the Education Council members feel that this particular policy is redundant.

J. Leclair stated that she had a discussion with D. Batterham and they think that there should be a Policy Subcommittee to deal with this type of discussion item. She further explained that she felt it is rather unrealistic to ask for a complete discussion regarding a policy during an Education Council. They are thinking that the background work could be done with a policy subcommittee. J. Leclair explained that previously had been an Education Council Policy Subcommittee and that she would like to put forward a call for members to be a part of the Policy Subcommittee. T. Donnelly asked if we could table this discussion item until she takes it back to the College Policy Committee.

J. Leclair asked that there be more time and possibly more background given to the members to look into whether this is an Education Council policy or an Administration policy. T. Donnelly requested clarification regarding the required background information. J. Leclair explained that this is information regarding 'what is' an Education Policy (possibly information from the College and Institution Act, etc.). T. Donnelly has asked to table this item and bring it back with more information at a future meeting. W. Stokes asked if we could add a motion regarding its ownership to this item and move it to a Decision Item when it returns to help move it forward.

19. DRAFT Administration Policy A-5.06 'Policy Development'

W. Stokes explained that NLC had initially convened a College Policy Committee intended to originally cover all of the Administrative Policies. They soon realized as a smaller institution they needed the ability to create policy expertise. He further explained that they have come up with a solution that created a place where policy expertise could develop leaving all the authoritative groups (Education Council, College Board, Administrative Committee, etc.) with their decision making power. He felt that the most important part of the policy is the procedure and added that anyone can initiate policy change.

The meeting package contained a 'first draft' of the new policy regarding Policy Development at NLC. W. Stokes added that this should be considered the 1st reading of this policy and any comments can be made directly to either W. Stokes or L. Lovegreen. He explained that after the 2nd presentation any comments will go to the Education Council Chair and the 3rd presentation will have a motion presented to Education Council. W. Stokes has asked that this information be sent in an email to all Education Council members.

20. Education Council Election/Membership Update

J. Leclair updated the Education Council on the recent Election. She explained that C. Page was elected. Congratulations Cindy.

J. Leclair announced that Student Member Darlene Thomas has resigned her position.

Currently there are three vacant positions on the Education Council: One Student, One Faculty - Academic and One Faculty - Developmental.

Adjournment – 3:50 p.m.

Next Meeting – May 25, 2016

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