



B.C.'s Energy College™

**NORTHERN LIGHTS COLLEGE
EDUCATION COUNCIL**

Meeting of Feb 24, 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)
Katie Hallgate (Student)
Rosanne Hoekstra (Support Staff)
Estelle Li (Support Staff)
Cindy Page (Faculty – Academic)
Faisal Rashid (Faculty – Academic)
Alison Starr (Faculty – Vocational)
Warren Stokes (Administration)
Bryn Kulmatycki (NLC President)
Audra Holloway (Recording)

Absent: Dennis Armitage (Board Vice-Chair) Loren Lovegreen (Administration)
Lana Sprinkle (Faculty – Vocational) Steve Roe (Administration)
Darlene Thomas (Student)

Guest(s): Anndra Graff

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

Agenda was adopted as circulated.

2. Adoption of Minutes, January 27, 2016

16.02.01 M/S –RASHID/BEDELL

THAT the minutes of Jan 27, 2016 be adopted as circulated.

CARRIED

3. Action List

Education Council Process Flowchart – W. Stokes informed the council that he had a meeting with S. Roe, J. Leclair and A. Holloway on February 2, 2016 to decide how the group would go about tackling the process flowcharts. He summarized from the meeting that:

- 1) NLC needs to make some changes
- 2) Education Council subcommittee is not the right group to do the work, but must be consulted.
- 3) Therefore the group recommends convening an ad-hoc committee to:
Consult with stakeholders and:
 - a) Recommend revisions to processes for new course and program approvals.
 - b) Recommend revisions to processes for existing course and program approvals.
 - c) Review the draft policy on program suspension/cancellation and recommend revisions and/or adoption.
 - d) Develop a process for course termination.

W. Stokes then explained that he has forwarded this information to the VP Academic and Research (L. Lovegreen) and that he recommends no further movement on the action item until L. Lovegreen is consulted.

Standard of Terminology & Writing Assessment Language – J. Leclair reported that the group will have meeting next week regarding both action items.

Subcommittee Standing Reports

4. Education Policy Subcommittee

J. Leclair reported that she has been in conversation with people within the college regarding Education Policies that are requiring revision. C. Page mentioned that she would like to talk with Education Policy subcommittee members regarding Education Policies (concerning plagiarism and academic Monitoring) that have come up in her program.

5. Curriculum Subcommittee

J. Leclair explained that the Curriculum Subcommittee members have just heard back from the first group of stakeholders within the college regarding the Draft copy of the new Course Outline form. She further explained that the Curriculum Subcommittee members have received many great comments and suggestions from the stakeholders. The stakeholders (which include academic faculty members) have stated that they look forward to having the chance to help construct the new form. The Subcommittee will be meeting again on March 2, 2016 to go over comments and suggestions that have been received.

6. Admissions and Standards Subcommittee

J. Leclair reported that she is currently constructing a terms of reference for this Subcommittee. Once she has a solid proposal she will be forwarding this to key players for comment.

Information/Discussion

- 7. Draft NLC 2016-17 Budget** – A. Graff presented the Confidential Draft budget to Education Council. This draft will go to the board on March the 16th for approval. The Council asked A. Graff to return to a future Education Council meeting to present the final budget (after it had been approved by the board).

A. Graff left the meeting

- 8. Education Council Elections** – W. Stokes requested that Education Council create an 'Ad Hoc' Governance Committee to look at the Education Council bylaws. J. Leclair asked to speak with W. Stokes at a later date to discuss the Governance Committee.

J. Leclair reported that currently there are 2 faculty vacancies on the Education Council. She asked the members their thoughts on the idea of an election this year. W. Stokes added that the bylaws state that "The Registrar shall conduct at least one election per calendar year to fill vacancies on the Education Council". C. Page asked for clarification regarding her position on the council. It was explained that according to the bylaws her position on the Council is "until the next formal election". B. Kulmatycki explained that he had discussed our circumstances with officials from the Ministry and informed them that NLC was currently short on our legislative mandate of Education Council members. The Ministry members are aware and understand that we don't have the numbers in faculty to pull from and they ask the Council to do the best they can. He also explained that the Ministry members don't like 'appointments' to Council by the President and prefer elections. J. Leclair asked that the members talk with faculty members to see if anyone will be interested. She also mentioned that the Elections for Chair and Vice Chair positions will be in April and to please speak with J. Leclair or D. Batterham if you are interested in either position.

- 9. Course Outline wording of 'Dogwood Diploma' vs 'BC Adult Graduation Diploma'** – J. Leclair asked A. Holloway to report on the information item. A. Holloway explained that at the previous Education Council meeting (January 27, 2016) it was requested that she look for any further mention of 'Dogwood Diploma' in NLC Course Outlines and replace it with 'BC Adult Graduation Diploma'. She stated that she found only one other mention of 'Dogwood Diploma' in the MATH 041 Course Outline and that it was updated.

Adjournment – 155 p.m.

Next Meeting – Mar 23, 2016

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